



PUBLIC ARCHIVES AND RECORDS INFRASTRUCTURE SUPPORT GRANTS PROGRAM

***GRANT GUIDELINES
AND
APPLICATION FORMS
2005-2006***

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APPLICATION DEADLINES

DRAFT DUE FEBRUARY 4, 2005

COMPLETED APPLICATION DUE MARCH 4, 2005

STATE OF NEW JERSEY

DEPARTMENT OF STATE

DIVISION OF ARCHIVES AND RECORDS MANAGEMENT

www.njarchives.org

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**Public Archives and Records Infrastructure Support
(PARIS)
Grants Program**

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Department of State
Division of Archives and Records Management**

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GRANT GUIDELINES AND APPLICATION FORMS

2005-2006

These guidelines were designed by the Division of Archives and Records Management in the Department of State to provide assistance to county and municipal officials who wish to apply for Public Archives and Records Infrastructure Support (PARIS) grants established by the New Jersey State Legislature in P.L. 2003, c. 117, Sections 38. This handbook contains the guidelines for the grant program promulgated by the State Records Committee in N.J.A.C. 15:3-7, the current priorities for the award of grants for the current grant cycle announced in Public Notices published in the *New Jersey Register*, the necessary grant application forms, instructions for completing the forms, and other information related to the grant program and application process.

In conjunction with this handbook, the designated project manager for all grant applicants must attend at least one PARIS grant application training session. Contact the PARIS Grants Administrator, Division of Archives and Records Management, P.O. Box 2300 Stuyvesant Ave., Trenton, NJ 08618. Telephone 609-530-3215, send a fax to 609-530-6121 or e-mail to paris.grants@sos.state.nj.us or check the Division of Archives and Records Management website at www.njarchives.org for more information about dates, times and locations for training opportunities for applicants for PARIS grants.

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PART 1

GRANT APPLICATION INFORMATION

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PARIS GRANT APPLICATION INFORMATION

Introduction

The State Legislature established a grant program in P.L. 2003, c. 117, Sections 38 and 39, funded by the New Jersey Public Records Preservation Account, a dedicated fund to support public records management, preservation and storage, to support the development and improvement of the public archives and records infrastructure of county and municipal governments.

The New Jersey Public Records Preservation Account is funded by fees collected by county clerks for the recording of selected documents, including deeds and mortgages. A portion of these funds are reserved for the local government records management grant program to be awarded annually to county and municipal governments.

The State Records Committee has adopted new rules published in the *New Jersey Register* on December 20, 2004 at 36 N.J.R. 5688 to implement the Public Archives and Records Infrastructure Support (PARIS) grants program. Rules for the PARIS grant program are promulgated as N.J.A.C. 15:3-7, *Public Archives and Records Infrastructure Support (PARIS) Grants*.

While county and municipal governments are expected to assume primary responsibility for ongoing support of their programs by providing the resources to manage their records on a continuing basis, the purpose of the PARIS grant program is to help county and municipal governments establish public records management, preservation and storage programs or develop new program components.

The PARIS grant program is competitive, awarding grants based on demonstrated need and the merits of the application. Each year, the State Records Committee will identify specific projects that are eligible for funding. The total amount of grant funding available under this program will fluctuate from year to year, depending on the amount of fees collected for the number of documents recorded each year. Applicants should closely adhere to the priorities, criteria and requirements for each category and subcategory outlined in this handbook and provide explicit and complete information on their proposed projects, particularly on how funds will be used to develop or enhance programs.

Mandatory PARIS grant training sessions for county applicants will be held throughout the State by the Division of Archives and Records Management (DARM) beginning on December 3, 2004. Additional sessions will be held on December 8 and 13, 2004. A training session for applicants from the 12 largest municipalities in the State will be held in the Trenton area on December 15, 2004. The project manager for all applicants must attend at least one day-long training session. Additional training may be provided by DARM after these dates. Dates, times, and locations for training sessions are available at www.njarchives.org or by contacting the PARIS Grants Administrator, Division of Archives and Records Management, 2300 Stuyvesant Ave., Trenton, NJ 08618. Telephone 609-530-3215, or send a fax to 609-530-6121 or e-mail to paris.grants@sos.state.nj.us.

TIMETABLE FOR 2005-2006 GRANT PROJECTS

Date regulations for PARIS grant project
(N.J.A.C. 15:3-7) become effective Monday, December 20, 2004

Grant applications and handbook available
by this date Friday, December 31, 2004

Deadline for receipt of draft PARIS grant
applications Friday, February 4, 2005
12:00 noon

Deadline for receipt of completed PARIS
applications. Friday, March 4, 2005
12:00 noon

State Records Committee announcement of
grant awards. Thursday, May 19, 2005

Grant projects may start Friday, July 1, 2005

Midterm project reports due..... Friday, December 30, 2005
12:00 noon

All work on grant projects must be
completed. Friday, June 30, 2006

Deadline for receipt of draft narrative and
expenditure reports on completed grant
projects. Friday, September 1, 2006
12:00 noon

Final narrative and expenditure reports on
grant projects must be received by this date. Friday, December 29, 2006
12:00 noon

All grant applications and reports on grant projects shall be submitted to the
PARIS Grants Administrator, Division of Archives and Records Management,
2300 Stuyvesant Avenue, Trenton, NJ 08618-3226.

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PRIORITIES FOR FUNDING

Each year, the State Records Committee will identify specific projects eligible for funding under the Public Archives and Records Infrastructure Support (PARIS) grant program. In this inaugural grant cycle, per the Public Notice published by the State Records Committee in the *New Jersey Register* at 36 N.J.R. 5977(b), New Jersey's 21 counties and the 12 largest municipal governments with populations of more than 75,000 will be eligible to apply for grants in the specific project areas listed below. In future years, the State Records Committee looks forward to expanding the universe of eligible applicants and projects to all county and municipal governments and all categories of grant projects as established under N.J.A.C. 15:3-7.

Counties

All 21 counties in the State of New Jersey will be eligible to apply for grants for the following projects. Detailed specifications for eligible and ineligible activities under these categories can be found in Part 2 of these guidelines.

1. Preservation and Conservation: Archival records and documents conservation and preservation, including specialized services, supplies and equipment for conservation and preservation.

These specific projects fall within the Historical Records category for PARIS Grants and the subcategories of records conversion for preservation purposes including microfilming and imaging; and preservation consisting of general maintenance and other practices that inhibit the deterioration of records.

2. Electronic Records and Technology: Imaging systems and services, electronic filing portals development and expansion, and electronic records management systems.

These specific projects fall within the Active Records category and the subcategories of needs assessments and implementation projects for imaging, documents management and electronic records management systems.

3. Strategic Planning: State coordinated county needs assessment and strategic planning services.

These specific projects fall within the Inventory and Planning category and the subcategory of records survey and program planning.

Municipalities

In this inaugural grant cycle, municipal governments with populations of more than 75,000 will be eligible to apply for grants for the following projects:

Strategic Planning: Needs assessment and strategic planning, including hiring professional consultants and related expenses.

This specific project falls within the Inventory and Planning category for PARIS grants and the subcategory of records survey and program planning. Eligible and ineligible activities under this category can be found in Part 2 of this handbook.

ELIGIBILITY REQUIREMENTS

Every county and the 12 largest municipal governments in New Jersey are eligible to apply for a PARIS grant if:

1. The county or municipal government meets the established definition of the term “applicant;”

Per N.J.A.C. 15:3-7, “Applicant” means any county or city, town, village or other general government agency, created under New Jersey state law, that is not a state department, division, board, bureau, commission or other state agency.

2. The county or municipal government has appointed a signatory, who shall also serve as project manager, for the PARIS grants;

The signatory on the grant application, appointed by the governing body, shall be a full-time management level officer with authority

and subject matter knowledge to oversee the fulfillment of the grant terms. The designated signatory shall serve as project manager responsible for implementation and reporting for a grant.

In this inaugural grant cycle, the 12 largest municipal governments with populations of more than 75,000 will be eligible to apply for grants for strategic planning. Pursuant to the provisions of N.J.S.A. 40:9-133(e)6, the Municipal Clerk shall serve as signatory for any application and the project manager for any PARIS grant for a municipality.

Per N.J.A.C. 15:3-7.2 and 15:3-7.7(b)4.ix(1), the signatory for any application for a PARIS grant for a county, who shall also serve as the project manager, must be appointed by the governing body of the county. Pursuant to N.J.S.A. 40:41A-32.b, in counties operating under the county executive plan, “the term ‘governing body’ of the county shall be construed to include both the Board of Freeholders and the county executive.” As a result, in those counties operating under the county executive plan, the county executive may appoint a project manager by executive order. In all other counties the appointment must be made by a resolution passed by the Board of Freeholders. A sample of such a resolution can be found in the Appendices of these guidelines.

3. The appointed project manager for the applicant has personally attended in its entirety at least one mandatory training session on PARIS grant applications presented by the Division of Archives and Records Management;
4. The applicant is in good standing under the PARIS grant program; and
5. The applicant meets the specific requirements, if any, for grant applicants for that fiscal year.

The State Records Committee has determined that only counties and the 12 municipalities with populations over 75,000 will be eligible to apply for PARIS grants for FY 2006 (July 1, 2005 to June 30, 2006). See “*Grant Priorities for Fiscal Year*” in Part 3 of these guidelines.

APPLICATION REVIEW CRITERIA

All grant proposals will be reviewed and scored by teams of professionals with expert knowledge and experience in the principles, practices, and technology of archives and records administration. The review teams will render to the State Records Committee recommendations for action on all grant proposals, including the amounts of awards. The State Records Committee will receive the review teams' recommendations, and make final decisions on grants and amounts of awards as the Committee deems appropriate.

All PARIS grant applications will be evaluated based on how well they meet the following ten criteria, and will be assigned a score of 1-10 for each criterion (maximum score of 100):

1. The soundness of the plan of work, including its timetable.
2. The qualifications or appropriateness of personnel or consultants who will be paid with grant funds.
3. The appropriateness of the budget for the planned work.
4. If the proposed grant projects are in line with the priorities established by the State Records Committee for the fiscal year.
5. Whether the applicant has satisfied each of the requirements for relevant project categories and sub-categories.
6. The potential of the project to develop or enhance the management, preservation or storage of records, rather than merely support such ongoing activities.
7. Demonstrated support for, and progress toward, developing a comprehensive professional archives and records management program for the records of the local government.

8. Shared services; enterprise-wide projects within a county or municipality and cooperative programs and shared services between counties or between counties and municipalities.
9. Demonstration of need.
10. Relevance of proposed grant projects to a strategic plan for the development of the county or municipality archives and records management programs.

MINIMUM AND MAXIMUM GRANT AWARDS

For this inaugural grant cycle, the minimum award amount for PARIS grants to each county is twenty-five thousand dollars (\$25,000) and the maximum award amount is one million five hundred thousand dollars (\$1,500,000).

The minimum grant award amount to each municipality with a population over 75,000 for needs assessments and strategic planning is twenty-five thousand dollars (\$25,000.00) and the maximum award amount is fifty thousand dollars (\$50,000.00).

SCHEDULE OF PAYMENTS

For approved applications, payments will be made as follows:

The grant recipient will receive 50% of the total upon approval of the application and the budget and receipt of completed paperwork from the grant recipient, including a resolution of the governing body accepting the terms and conditions specified in the grant agreement.

Additional funds will be paid up to 90% of the total based upon estimates the Proposed Budget submitted in the grant application, the need for funds to continue project work, and timely submission of midterm or other interim reports on PARIS grant projects as may be required by the State Records Committee.

The final 10% of the grant will be paid at the end of the grant project, upon submission of satisfactory final reports on the work carried out under the grant.

EXPECTATIONS FOR PROJECT ADMINISTRATION

County and municipal governments must conduct projects in accordance with the project budget, the plan of work, and PARIS grant guidelines. Each project must achieve results that substantially meet the objectives outlined in the application as approved. Grantees must submit midterm and final project performance reports to the Division of Archives and Records Management. Other interim reports may be required by the State Records Committee for specific grant projects.

The *Criteria for Measuring the Success of Projects Funded by the PARIS Grants Program* is included in the Appendices of this handbook. These criteria are used to evaluate proposed grant projects and records management, preservation and storage program improvements. DARM staff will monitor each grant-funded project. Where indicated, DARM staff will make site visits during the course of projects to determine the rate and quality of progress. Some projects may be selected for more extensive review at the conclusion of the grant period.

PART 2

GRANT PROJECT CATEGORY DESCRIPTIONS

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GRANT PROJECT CATEGORIES

The following general categories for possible PARIS grant projects have been promulgated by the State Records Committee per N.J.A.C 15:3-7 in accordance with P.L. 2003, c. 117, Sections 38 and 39 that established the grant program for the storage, preservation and management of public records by county and municipal governments.

The State Records Committee will establish priorities for grant projects during the grant cycle for any given fiscal year and will select specific types of grant projects to be funded for the fiscal year from the following categories and subcategories of grant projects. The grants applications given priority for funding during any such grant cycle must meet the established requirements of the selected types of grant projects from the following categories and subcategories for possible PARIS grant projects and activities eligible for funding.

INVENTORY AND PLANNING

A records inventory describes the records held by a county or municipal government. Information gathered during the inventory helps identify obsolete records, improve organization and control of records, enhance records access and retrieval, determine records management needs, and develop a records management plan. Inventory and planning form the foundation upon which other records management projects build. They also provide the basis for a comprehensive records management program.

Activities Eligible for Support

Activities involving inventory and planning eligible for funding under the PARIS grant program include:

- a) **Records Inventory.** County and municipal governments may conduct government-wide or special focus inventories of active and inactive records, including paper, micrographic and electronic records. Allow an inventory average rate of one to two cubic feet per hour for a complete inventory of most paper records. Estimate inventory rates for electronic records by conducting a test inventory of a single

electronic recordkeeping system. Inventory projects should include a plan to use inventory data to conduct a records management needs assessment and prepare a records management plan. The assessment and plan do not have to be elaborate or complicated, but should explain the county or municipal government's short and long-term needs, contain achievable goals, and address how the county or municipal government will attain those goals.

- b) **Inactive Records Activities.** County or municipal governments may also request funding to complete certain inactive records functions under this category. For example, they may identify and dispose of obsolete records, re-box records in standard records center cartons or acid-free archival containers, or reorganize records storage areas using appropriate steel shelving. Minor renovations to develop or improve records storage conditions within existing structures are also eligible. Governments may develop or purchase records management software to provide better access to their records.
- c) **Records Retention Scheduling.** County or municipal governments may request funding to implement records retention schedules and handle disposition of their records as provided by procedures, guidelines and standards established by the State Records Committee per N.J.A.C. 15:3-2.1(e) et seq.
- d) **Records survey and program planning.** County or municipal governments are encouraged to undertake grant projects to conduct records surveys, intensive inventories, and program planning. Such projects provide local governmental entities with essential information about their records. The survey should result in a strategic plan and the development of records management policies and procedures that will form a basic framework for an on-going records management program.

Category Requirements

- **Quantity of Records.** The application must indicate, in cubic feet, the approximate quantity of records in the custody of the county or municipal government, or the quantity of those records that the

government will inventory or survey. Use the *Table of Cubic-Foot Equivalents* in the Appendices included in these guidelines to estimate the number of cubic feet.

- **Partial Inventory or Survey.** If a county or municipal government plans to inventory or survey only a portion of its records, the application must explain why and specify which offices or government functions the grant project will cover. Criteria for selecting offices to be inventoried include their importance; the quantity of their records; and their particular needs for access, security, confidentiality, and space.
- **Records Management Plan.** For both inventory and survey projects, applicants must indicate how their projects will assist in the development of a records management plan. Applicants must discuss who will develop the plan, which county or municipal government employees or consultants will be involved in the process, and who will evaluate its progress and regularly update it.
- **Inventory Forms.** County or municipal governments must use records inventory forms and instructions provided by DARM to ensure the uniformity of information gathered.
- **Inactive Records Activities.** If an applicant plans to develop or improve an inactive records storage area as part of an inventory project, the application must comply with all pertinent category requirements as described in the Inactive Records category section of this guidebook and State standards for storage of public records established by the State Records Committee in N.J.A.C. 15:3-6.

ACTIVE RECORDS

Records management can have the greatest positive impact when applied to active records. These are among the most important records held by a county or municipal government because they are the most frequently used, cost the most to maintain, and are essential to the management of the government. In this category, implementation of new recordkeeping systems takes precedence for funding over enhancement of existing systems.

Activities Eligible for Support

Activities eligible for funding for active records projects include:

- a) **Files Management** supports projects to reorganize files, implement classification systems and develop written policies and procedures to train staff. Eligible expenditures include lateral file shelving (including those with locking covers and pull-out shelves), side-tab file folders, and associated supplies. Fire-resistant filing cabinets are eligible only if their need is compellingly justified, but standard filing cabinets will not ordinarily be eligible for funding, unless specifically recommended for inclusion in a grant proposal by DARM.
- b) **Planning** projects to develop, test, and implement disaster and business recovery plans and systems, including disaster prevention measures and business continuity plans and systems.

This subcategory of PARIS grants **does not include disaster recovery activities** in the event of a disaster. Funding available for recovery of records damaged in a natural or man-made disaster or to secure records threatened with damage due to such a disaster is available under the **Records DIRECT grant program** administered by the Division of Archives and Records Management (DARM). Guidelines for the Records DIRECT were promulgated by the State Records Committee under N.J.A.C. 15:3-8.

- c) **Indexing or Improving Access to Active Records** held or created by a county or municipality.
- d) **Imaging and Document Management** needs assessment, implementation and development projects.
- e) **Electronic Records Management** needs assessment, implementation and development projects.
- f) **e-Government** (“electronic government”) projects to enhance the ability to transact business over the Internet. Governments can propose to conduct needs assessments for website development or

enhancement, provide online access to government records, or develop systems for access to records, electronic transactions, or filing records over the Internet.

- g) **Business Process Analysis (BPA)** projects for the analysis and improvement of business processes that create or maintain records. A BPA project is a good choice for a government that has identified a problem in the way it conducts a specific recordkeeping activity. A BPA is the first step towards selection of a specific technological solution to such a problem.
- h) **Record Conversion Systems.** The development of needs assessments or implementation projects of records conversion for electronic or non-electronic records.
- i) **Records as Teaching Tools.** Projects that use county or municipal government records as teaching tools in the classroom or the development of other educational materials for the public.

Category Requirements

Requirements for all technology implementation projects include:

- **Records Management Focus.** The PARIS grant program does not fund technology projects unrelated to records management, but it does fund records management, preservation and storage projects that have a technology focus. To be eligible for funding, a grant application must address how a proposed project will use technology to improve records management, preservation and storage, and how the county or municipal government will address records management, preservation and storage needs in the future (including the retention, security, data migration, and preservation of electronic records).

Each application must specifically discuss the records that are the focus of the project. Records series or groups of records for counties and municipalities may be identified from the Record Retention

Schedules established by the State Records Committee and maintained on the DARM web site at <http://www.njarchives.org>

- **Requirement for Needs Assessments.** Needs assessments or feasibility studies are not required for all projects, but many projects cannot justify the expenses of implementing a new recordkeeping system without first conducting a needs assessment that evaluates different solutions. There is no simple rule that determines when an applicant must conduct a needs assessment or feasibility study, but the more expensive and complex the solution, the more likely a needs assessment or feasibility study is necessary.

Applicants should consult with DARM to determine if a needs assessment or feasibility study may be required for a proposed grant project. Applications for funding may be delayed if a needs assessment or feasibility study was required but was not conducted.

- **Submission of Needs Assessments.** Submit four copies of the needs assessment or Business Process Analysis (BPA) upon which a technology implementation project is based, or explain why a needs assessment or feasibility study was not necessary. Explain any inconsistencies between the needs assessment and the plan of work.
- **Requests for Quotes.** For technology implementation projects, submit the original and four copies of any request for quotes (RFQ) or request for information (RFI) and subsequent replies or a copy of the request and replies on compact disk that outlines the standard requirements that were used to collect the quotes or other information included in the grant application.

Applicants must provide at least one quote for any consultant services or unit purchases over \$25,000 in any application that includes electronic records components, including all imaging and e-Government applications.

- **Detailed Vendor Quotes.** In technology projects that require vendor quotes in addition to the required *Vendor Quote Form*, submit detailed quotes received. These quotes must be the complete quotes submitted by vendors and must include information on proposed services and vendor qualifications. Vendor quotes should clearly

delineate individual project costs, such as travel, printing, and hours for each service provided. Lack of consistency between quotes, and lack of clarity or detail in quotes will reduce a grant application's chances of funding.

- **Source Code.** The State Records Committee will favor grant applications utilizing commercially-available off the shelf (COTS) software.

In the event that customized software is approved for a PARIS grant project, whenever possible applicants should ensure that source code for customized software developed with grant funds becomes the property of the county or municipal government. County or municipal governments should include a clause to that effect in any contract with a software designer. Applicants must agree to make this code available on request to other New Jersey county and municipal governments for the cost of the storage media and a fee not to exceed reproduction costs.

This requirement may be waived by the State Records Committee in selected cases upon petition to the committee by the applicant.

- **Maintenance of Technology.** The grant narrative must demonstrate that the county or municipal government clearly accepts the responsibility to maintain any proposed technology after the end of the grant period. Such maintenance would include software and hardware upgrades, training, annual maintenance agreements, and staff costs for the operation of the system.
- **Additional Funding Sources.** An application must indicate what other sources of support for technology acquisition the county or municipal government has available or has explored for a proposed grant project.

Specific Sub-Category Project Requirements:

- a) **Files Management** project requirements:

- Describe the problems with the current filing system and the proposed changes to the system, including anticipated improvements in the speed and accuracy of retrieval.
- b) **Disaster and Business Recovery Planning** project requirements:
- Describe the components of the proposed disaster prevention and recovery plan or business continuity plan, including any strategies for testing its viability.
 - Demonstrate how the government will continue, on its own, to update and test the business recovery plan.
 - Justify the chosen disaster prevention and recovery plan or business continuity plan in terms of costs and the value of records involved.
- c) **Indexing and Access** project requirements:
- Include a completed *Indexing Project Information Form* included in the Appendices of these guidelines.
 - Demonstrate the need for improved access by indicating an estimate of the number of requests for information received per month from the records in question.
 - Discuss how the government will provide access to the indexed records and how it will provide a suitable system for backing up the index.
 - Indicate how the government will maintain the confidentiality of restricted records (such as vital records or medical records) and their indexes after the index is complete.
 - Explain how the government will develop a master list of terms (if applicable) and an indexing procedures manual to ensure consistent indexing.

- If imaging is part of your indexing solution, complete a separate *Imaging and Microfilming Project Information Form* for each recordkeeping system involved in the project.

d) **Imaging and Document Management** project requirements:

- If a full needs assessment was not completed before submitting an implementation application, detail the reasoning used to determine that imaging is the best solution. Include an explanation of the need for improved access and records retention, costs, and the applicant's ability to support the system in the future.
- Follow the DARM rules and guidelines regarding image specifications, quality control, and preservation of digital images as records per N.J.A.C. 15:3-4.
- Complete an *Imaging and Microfilming Project Information Form* records involved in the grant project. Consult with DARM concerning the level of detailed description that may be required for the application for a particular grant project.
- Provide a copy of the *Image Processing Certification* certificate for any image processing system that has been previously certified by the State Records Committee.

e) **Needs Assessment and Implementation Projects for Electronic Records Management Systems** project requirements:

- All imaging systems for public records must be certified by the State Records Committee per N.J.A.C. 15:3-4, *Image Processing of Public Records*, and N.J.A.C. 15:3-5, *Certification of Image Processing Systems*.
- All imaging systems for public records must conform to DARM rules and guidelines regarding image specifications, quality control, and preservation of digital images as records.

f) **e-Government** project requirements:

- Justify projects in terms of improved access to records, online transactions or creation of records, or filing records over the Internet.
- Ensure that website development or enhancement projects include a significant records access or business application component.

g) **Business Process Analysis** project requirements:

- Describe the current system, including workflow, problems, and costs.
- Ensure that any Business Process Analysis (BPA) addresses records management issues as part of a general business process improvement.

h) **Development of Needs Assessments or Implementation of Records Conversion Systems - Non-Electronic Records:**

- Complete an *Imaging and Microfilming Project Information Form* for records involved in the project.

i) **County or Municipal Government Records as Teaching Tools in the Classroom** project requirements:

- Provide a description of how the project will use local government records as a teaching tool or in the development of educational material that will benefit students or the general public.
- Complete an *Imaging and Microfilming Project Information Form* for records involved in the project.

Limitations on Funding

- **Indexing.** Normally, PARIS funds will not be made available to support the maintenance of existing indexes. In some selected cases the State Records Committee may approve grant projects to add data on new records into an index. Justification for funding for such projects will have to be provided by the applicant in the grant application.

INACTIVE RECORDS

This category encompasses projects to plan, develop, or improve the management of records during the inactive phase of their life cycle. Inactive records are records that are used infrequently but that must be retained because their retention periods have not yet expired.

Activities Eligible for Support

Activities involving inactive records eligible for funding by PARIS grants include:

- a) **Planning and Design** projects to conduct feasibility studies and to develop plans for records storage and an inactive records management program. This may include the services of architects or engineers to develop plans, drawings and specifications for a proposed records storage facility.
- b) **Implementation of Programs and Facilities** for the improvement of storage, management and preservation of inactive records.
 1. **Records Processing and Organization** supports projects to organize inactive records and dispose of obsolete records. Eligible expenditures include salaries for staff, consultants or temporary personnel to purge and organize records, the purchase of storage boxes, and the purchase and installation of steel shelving. Applicants may also request acid-free (alkaline) boxes and folders to house their archival records.

2. **Renovations** supports projects to make renovations and improvements to existing structures to improve inactive records storage. These modifications may include temporary or emergency triage measures or be extensive renovations, including construction of foundations, outer walls, or roofs; installation of windows and doors; plumbing, electrical, heating, ventilation, and air conditioning systems; and flooring, painting, and other actions required to render an existing space suitable for records storage. Such projects should not be contemplated in lieu of planning for new records storage facilities without prior consultation with DARM.
3. **Retrieval Systems** supports projects to create retrieval systems to improve access to county or municipal government records. Eligible expenditures include the purchase, implementation or upgrading of records management software. Eligible expenses include salaries for staff or temporary personnel to perform data entry or other activities directly related to the project.
4. **Policies and Procedures** supports projects to develop policies, forms, and procedures for managing inactive records, including provisions for their periodic transfer from offices to inactive storage.

Sub-Category Project Requirements

Specific sub-category project requirements for inactive records include:

- a) **Planning and Design** project requirements:
 - State precisely the inactive records issues that the project will consider.
 - Indicate the activities the consultant or other project participants will conduct. **Storage Management, Retrieval and Preservation** project requirements:

- State why the records in question are suitable for inactive storage, including citation of established records retention schedules.
- Indicate the number of cubic feet of records designated for storage. See the *Table of Cubic-Foot Equivalents* in the Appendices of this manual for assistance in estimating a volume of records in cubic feet.
- Demonstrate that the proposed inactive records storage area is large enough to accommodate needs for several years to come. **Consult with DARM staff when planning any records storage area.** Records storage must meet records storage standards established by the State Records Committee in N.J.A.C. 15:3-6.
- Identify the departments, divisions and agencies that will use the storage area and the controls that will ensure the security of the records. The State Records Committee will favor projects that provide shared services for records storage.
- Explain how the county or municipal government will periodically purge obsolete records in storage.
- Include floor plans, on 8 ½" x 11" paper, of proposed storage areas. Indicate shelf layout and draw the plan to scale. Indicate all dimensions (length, width, and height) of the storage area.
- Indicate that the floor load capacity of the chosen site can support the weight of the stored records. Include in the grant application any structural engineering analysis or reports that may have been obtained for this purpose.
- Indicate load capacity, height and type of construction for shelving to be used for the storage of records.
- Explain why the county or municipal government selected a particular site for records storage.

HISTORICAL RECORDS

Historical records, also known as archival records, are those records worthy of preservation and special care because of the continuing importance of the information they contain. Historical records may be in a variety of formats, including paper files, maps, photographs, videotapes, or computer files. These records are frequently identified on records retention and disposition schedules as having permanent retention periods or potential historical importance.

The Division of Archives and Records Management (DARM) encourages county or municipal governments with small quantities of historical records to integrate various activities in an application for a single grant project.

Activities Eligible for Support

Activities involving archival or historical records eligible for funding under the PARIS grant program include:

- a) **Needs Assessment and Planning.** A county or municipal government may request funding for needs assessment and strategic planning. Funds are available to hire consultants to assess the current status of archival activities, identify needs, conduct inventories or surveys of records, develop strategic plans, write policies and procedures, and recommend future activities.
- b) **Historical Records Storage Facility Improvement.** Funding may be provided under the PARIS grant program for projects that support security equipment, intruder alarm systems, fire detection systems, fire suppression systems, water detectors, and environmental controls and monitoring equipment for archival and historical records storage facilities are eligible for funding.
- c) **Improving Access to Historical Records.** Funding is available to hire archivists or catalogers to arrange and describe records, produce catalog records, and create guides to records in both paper and electronic formats. Guides and finding aids in electronic form may be developed. Grant funds may support the hiring of consultants to train staff and provide advice on archival techniques,

and to produce and distribute guides and other finding aids. County and municipal governments should arrange and describe archival and historical records primarily at the records series level.

The PARIS grant program will favor cataloging projects that will provide greater public access to records by exporting cataloging data to an online public access catalog (OPAC), including an OPAC maintained by a public or academic library or a nation or international bibliographic database such as OCLC or RLIN.

Governments can also improve access to historical records through digitization. Funds may be used to prepare and scan selected records for distribution via electronic storage media or a website. Digital initiatives should reflect careful selection of records for inclusion, since digitization is not a preservation medium.

- d) **Records Conversion for Preservation Purposes.** PARIS grants will fund projects that include microfilming and imaging of archival or historical records. Microfilming and imaging are appropriate technologies under many grant categories, but applicants must apply for microfilming of records with long-term historical value in this grant category only.

Eligible expenses include the following:

- **Staff time** to prepare records for filming or scanning, to film or scan records, to index records, and to conduct frame-by-frame verification of microfilmed or scanned records.
- **Mitigation of records to new microfilm** or other media due to problems caused by the deterioration of acetate-based or nitrate microfilm, including the costs of assessing the problem, duplicating deteriorating film, and refilming or reformatting damaged records.
- **Microfilming, duplicating, and indexing**, including costs associated with computer-output microfilm (COM) or computer-assisted retrieval (CAR) film-based systems or other imaging systems.

- **Purchase of microfilm and imaging equipment**, including microfilm storage cabinets, readers, reader-printers, microfilm cameras, scanners and other related imaging equipment.
 - **Quality control testing** of microfilm by a third-party microfilm lab.
- e) **Preservation.** Preservation consists of general maintenance and other practices that inhibit deterioration of records. Most records can be adequately preserved by properly housing, storing, or reformatting them.

The following preservation activities are eligible for funding.

- Survey and analysis, by a professional conservator, of the preservation needs of historical records and development of plans to address them.
- Rehousing and basic processing activities, which may include purchase of pH-neutral or alkaline (pH not less than 7.5), acid-free storage supplies, folders, boxes, records cartons, and paper to wrap volumes.
- Reformatting paper records onto more durable media, such as photocopying onto alkaline paper per State standards for paper to be used for such purposes established in N.J.A.C. 15:3-4.3(c)1 per NISO Z39.48-1992, *Permanence of Paper Printed Publications and Documents in Libraries and Archives*.

Projects for imaging and/or microfilming records for preservation purposes should be applied for under the previous category of “Records Conservation for Preservation Purposes.”

- Applying conservation treatments, such as cleaning, mending, deacidifying, encapsulating, and rebinding of archival records to return deteriorated or damaged items to stable and usable condition, or to prepare archival materials for duplication. Normally, restoration activities such as in-painting, leaf casting, replacing leather bindings, gold leafing, and tooling of bound

record books are not eligible for funding. Applicants should consult with DARM before submitting a grant application for such a project. Exceptions may be made for items of significant value as historic artifacts.

Grant funds will be provided for conservation treatment for records only if the records have been or will be microfilmed, unless the application demonstrates that the condition or other considerations preclude microfilming. In such circumstances, applicants should consult with DARM before submitting a grant application for such a project.

- f) **Outreach and Public Programs** that support the use of historical county or municipal government records in informational brochures, local history publications, videos, web sites, exhibits, workshops, and lecture series. Proposals must indicate the intended audience for the program, the plan for distributing the materials produced, and the commitment of participating organizations or governments.
- g) **Records as teaching tools.** Projects that use county or municipal historical records as teaching tools in the classroom or the development of educational material for the public.

Category Requirements

Historical Records Project Requirements

Applicants for proposed PARIS grant projects involving archival or historical records must meet the following requirements whenever applicable:

- Demonstrate that the county or municipal government has located and identified its archival and historical records, including documentation of any records inventory or survey previously conducted.
- Define the type of archival or historical records activities and programs in existence or to be developed.

- Provide a list of each record series involved in the project, including the cubic feet and condition.
- Explain how the county or municipal government determined the time needed to process the records involved in the project.
 - Full processing includes flat-filing, cleaning, arrangement, description/cataloging, foldering, and boxing. Use the following as a guideline (a week is considered to be a forty-hour work week – if you are planning to have staff work part-time on processing, you will need to adjust your calculations accordingly).
 - Completely unorganized collection – 2.5 cubic feet per week.
 - Complicated series such as correspondence or subject files – 5 cubic feet per week.
 - Fairly straightforward series that may need some work, such as case or job files or business records – 10 cubic feet per week.
 - Well-organized series consisting primarily of volumes or voluminous series with uniform or repetitive information, such as invoices – 15 cubic feet per week.
- Demonstrate that the county or municipal government has clear custody of the records involved. Public records of a county or municipality on loan or deposit in an historical society, public library, academic archives, or other public agency or institution will not qualify for funding unless a written depository resolution has been adopted by the governing body of the county or municipality and a repository agreement has been established between the two parties that guarantees the continued legal custody of such records by the originating county or municipality. Samples of a *Depository Resolution* and a *Depository Agreement* can be found in the Appendices of these guidelines.

Funding for these types of grant projects will be made only upon application by the originating county or municipality for material and/or services for the repository. Grants will be awarded only if the application clearly demonstrates that all of the materials or equipment funded by the grant will be used **solely** for the storage, preservation or management of their records in such designated repositories.

- Demonstrate a clear understanding of the difference between historical records and publications. With the exception of publications produced by the county or municipal government or those received and maintained by the agency as a part of a public record, funds cannot be used for purchase, storage, preservation or management of published materials not directly related to a PARIS grant project. Applicants should consult with DARM before submitting an application for funding for activities involving any publications.
- Discuss policies and procedures relating to access, storage, and security of the county or municipality's archival and historical records, unless these will be developed during the project.
- Indicate that you will submit copies of any products of the grant project, including brochures, collection guides, and procedures manuals, to DARM.

Specific Sub-Category Project Requirements:

Applicants must meet the following requirements for the specific sub-categories of archival or historical grant projects:

- a) **Needs Assessment and Planning** project requirements.
 - Work with DARM to create series descriptions, catalog records, and collection guides in electronic format. To facilitate greater statewide access to historical records, the eventual goal of the county or municipality should be to make all series descriptions and guides available on a local web site.

- Adhere to the Imaging and Document Management project requirements outlined under the Active Records category for all document imaging activities.
 - The plan of work must indicate that the records have been arranged and described prior to any imaging activities.
 - The plan should also explain the criteria used to choose the items that will be scanned.
- b) **Records Conversion** for preservation purposes including microfilming and imaging project requirements. All microfilming activities must adhere to the State standards for microfilming public records outlined in N.J.A.C. 15:3-2. All imaging of public records must adhere to the State standards for imaging public records outlined in N.J.A.C. 15:3-4 and 5.
- Demonstrate that records imaged and/or microfilmed under this category have a permanent retention period or have been appraised as having long-term historical value.
- Indicate in the plan of work that:
 - (1) records will be arranged and described prior to filming or scanning, and
 - (2) any finding aids produced, including a record inventory for each, will be filmed with the records.
- Indicate that a copy of series descriptions for each record series filmed or imaged will be maintained in a current version of MS Word and will eventually be made available by the county or municipality on a local web site. See “Improving Access to Historical Records” on pages 38 and 39 of this handbook for further details.
- If the county or municipal government is not able to provide on-site access or web access to a historically significant record or

series of records, grant funds may be used to produce to create copies to for use in a public institution that can provide regular access to the information (e.g., a local public library, academic archives, or historical society).

c) **Preservation** project requirements:

- Justify the historical significance and intrinsic value of any records that must be preserved in their original form rather than on microfilm.
- Justify requests for shelving and alkaline, acid-free folders and boxes (pH not less than 7.5), including a description and the volume of archival records they are used for.
- Demonstrate that by the end of the project, the government will house the historical records in a safe, secure environment with appropriate temperature and humidity controls. Record storage areas and facilities must meet the standards for storage of public records established by the State Records Committee per N.J.A.C 15:3-6.
- Submit vendor treatment proposals for conservation activities, in addition to estimated price quotes, for each item or similar series of records to be conserved. Treatment proposals should describe the work to be performed, the materials and techniques to be used, the estimated number of hours required to complete the tasks, and itemized costs.

LIMITATIONS ON FUNDING

The State Records Committee has established the following limitations on funding for PARIS grant projects:

- **Micrographic and Imaging Equipment.** Since replacing or upgrading equipment is an example of maintenance, applicants must provide compelling justification for requests to purchase

additional or replacement microfilm readers, printers, cameras, scanners or other imaging equipment.

- **Conservation work by a professional conservator or conservation center.** Conservation work on selected county or municipal records and/or other conservation services must be performed by a professional conservator or conservation center. Professional standing may be demonstrated in a number of ways, such as membership in the American Institute for Conservation (AIC) or a graduate degree from an accredited university conservation training program.
- **Suitable environment for storage of public records.** County or municipal governments must demonstrate that any historical records receiving conservation treatment will be housed appropriately in a suitable environment per State standards for storage of public records established by the State Records Committee in N.J.A.C. 15:3-6 and that the continued use of the records will not cause subsequent deterioration.
- **Conservation or preservation of reference material.** Funding for conservation or preservation of reference material or non-record items will not be awarded under the PARIS grant program. Information on other sources of funding for such activities may be available from DARM.
- **Social Services.** If an enterprise-wide solution that will also include the Board of Social Services is proposed by a county as part of a PARIS Grant project, Social Services would be eligible to participate. If a stand-alone project is proposed primarily for the benefit of the Board of Social Services, the County would need to document whether the employees are on county payroll and what percentage of the program is funded by the county to determine if it is eligible. DARM would have to analyze such a project proposal on a case-by-case basis. Applicants should consult with DARM staff when planning such projects.
- **Naturalization Papers and Pre-1948 Court Records.** Naturalization Papers and pre-1948 Court Records and on file in the County Clerk's office are eligible for PARIS grant funding.

Any court records from the period after 1948 are excluded from PARIS grant funding.

ELIGIBLE EXPENDITURES

Expenditures eligible for funding under the PARIS grant program include, but are not limited to:

- Document imaging systems and bar coding.
- The cost of retaining consultants to make studies or prepare strategic plans, reports, recommendations or inventories.
- Registration, accommodation and travel to selected professional conferences, seminars, meetings, courses and other training in archives and records management.
- Individual and institutional memberships in professional associations or organizations related to archives and records management.
- Purchase of supplies and materials for storage, preservation and management of records.
- Capital expenditures for equipment, including computer equipment.
- Cost of producing publications directly related to grant projects.
- Purchase or construction of facilities or additions to existing structures for records storage.
- Repairs to a building related to records storage.
- Standard cubic foot records center boxes, file folders and containers, and specialized acid-free archival boxes, folders, containers and supplies.

- Metal shelving, map cabinets and lateral file cabinets.
- Vehicles used exclusively in the transportation of records and records storage and retrieval equipment.
- Professional consultants and temporary or permanent personnel directly related to a grant project, including payment for overtime work if previously approved by DARM.

INELIGIBLE EXPENDITURES

Expenditures **not** eligible for funding under the PARIS grant program include:

- On-going expenses such as routine repairs, building maintenance, systems maintenance, etc. beyond the grant period.
- Hiring a grant writer or payments for services related to preparing a grant application.
- Purchase of photocopier, fax machine, telephones and other office equipment.
- Standard office cabinets and files.
- Office furniture such as desks, chairs, tables or work stations.
- Office supplies including tape measures, calculators and marking pens.
- Wooden shelving of any kind.
- Cartons or boxes other than the standard archival containers or cubic foot records center boxes.
- Administrative or operational costs of the agency receiving funding.
- Academic degree programs.

PART 3

GRANT PRIORITIES FOR FISCAL YEAR

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PRIORITIES FOR THE PARIS GRANT PROGRAM FOR FISCAL YEAR 2006

The State Records Committee has adopted priorities for the PARIS grants program for Fiscal Year 2006 (July 1, 2005 to June 30, 2006) as published in the New Jersey Register at 36 N.J.R. 5977(b) for the award of competitive grants to county and municipal governments to support significant efforts in the management, storage and preservation of public records. Each year, the State Records Committee will identify specific projects eligible for funding.

In this inaugural grant cycle, New Jersey's 21 counties and the 12 municipal governments with populations of more than 75,000 will be eligible to apply for grants in the specific project areas listed below. In future years, the State Records Committee looks forward to expanding the universe of eligible applicants and projects.

Counties

Counties will be eligible to apply for grants for the following specific projects:

- Imaging systems and services; development and expansion of electronic filing and recordation portals; and electronic records management systems. These specific projects fall within the Active Records category and the subcategories of needs assessments and implementation projects for imaging, documents management and electronic records management systems.
- Archival records and documents conservation and preservation, including specialized services, supplies and equipment for conversation and preservation. These specific projects fall within the Historical Records category and the subcategories of records conversion for preservation purposes including microfilming and imaging; and preservation consisting of general maintenance and other practices that inhibit the deterioration of records.

- State coordinated county needs assessment and strategic planning services. These specific projects fall within the Inventory and Planning category and the subcategory of records survey and program planning.

Municipalities

Municipalities with populations of more than 75,000 will be eligible to apply for grants for the following projects:

- Needs assessment and strategic planning, including hiring professional consultants and related expenses. These specific projects fall within the Inventory and Planning category and the subcategory of records survey and program planning.

PRIORITIES FOR GRANTS TO COUNTIES

The following priorities have been established by the State Records Committee for the Public Archives and Records Infrastructure Support (PARIS) grants to be awarded in May 2005 for projects for archives and records storage, preservation and management in each of the 21 counties in New Jersey for completion in Fiscal Year 2006 (July 1, 2005 to June 30, 2006). Grant proposals must include elements for both of the two categories of grant projects:

PRIORITIES	CATEGORIES	
	A - PRESERVATION AND CONSERVATION OF PUBLIC RECORDS AND RECORDS MANAGEMENT PROJECTS	B - ELECTRONIC RECORDS AND TECHNOLOGY MANAGEMENT AND THE IMPLEMENTATION OF APPROPRIATE TECHNOLOGY FOR CREATION AND MANAGEMENT OF PUBLIC RECORDS.
1	Archival consultants and personnel	Records management consultants and personnel
2	Preservation/conservation/archival training	Records management training
3	Records storage space	Imaging systems
4	Preservation imaging and microfilming	Backlog and legacy records imaging
5	Conservation of public records	Electronic transactions and e-Recording portals for land records
6		Electronic Document Management Systems
7		Infrastructure (WANs, etc.)

The types of proposed projects to be awarded PARIS grants are listed in each of the two equal categories in order of priority as established by the State Records Committee, but the needs for any individual county may vary according to the physical facilities of the county offices, the volume and condition of their records, and the stage of development of their archives or records management programs and the use of related technologies. Grant applications by a county may include elements from one or more types of recommended projects.

The State Records Committee also strongly encourages proposals for enterprise-wide projects that include more than one county agency and shared services for

cooperative programs between the county and its constituent municipalities or one or more other county governments.

Category A: Preservation and Conservation

Priority 1: Archival consultants and personnel - Grant proposals may include hiring professional consultants for strategic planning for preservation, conservation, and the development of county archival programs and projects or the cost of retaining consultants to make studies or prepare reports, recommendations, or inventories; and the salary and/or benefits for temporary or part-time personnel directly related to such grant projects.

Priority 2: Preservation/conservation/archival training - PARIS grant proposals may include on-site training or payment of registration, travel and/or lodging for courses, seminars and conferences, or individual or institutional memberships in professional organizations that would provide education and training for county personnel related to the development of an archival program or the care, preservation, conservation or management of permanent and archival records.

Priority 3: Records storage space - Grants will be made to counties for temporary lease or rental of appropriate facilities for records storage or commercial records storage and retrieval services for records currently stored in locations without necessary environmental conditions or security. Proposals for purchase or environmental monitoring equipment or security measures for current records storage facilities or areas used exclusively for storage and management of public records.

Priority 4: Preservation imaging and microfilming - Grant applications may be made for imaging and microfilming of individual records or series of records of historical or long-term value for preservation of such records. Imaging and micrographic systems or services must meet State standards and certification requirements.

Priority 5: Conservation of public records - Conservation work on selected county records of historical value may be requested in grants

applications. Such conservation services must be performed by a professional conservator or conservation center.

Category B: Electronic Records and Technology

Priority 1: Records management consultants and personnel -

PARIS grant proposals may include hiring professional consultants for strategic planning for records management, records management systems, and records storage and retrieval and the development of county records management programs and projects or the cost of retaining consultants to make studies or prepare reports, recommendations, or inventories; and the salary and/or benefits for temporary or part-time personnel directly related to such grant projects.

Priority 2: Records management training -

Grant proposals may include on-site training or payment of registration, travel and/or lodging for courses, seminars and conferences, or individual or institutional memberships in professional organizations that would provide education and training for county personnel related to the development of a records management program or other grant projects for records management, records management systems, and records storage and retrieval.

Priority 3: Imaging systems -

Grants may be made by the State records Committee for feasibility studies, planning, purchase, implementation, integration, conversion or upgrade and further development of image processing systems for county records, especially proposals for enterprise-wide projects that include more than one county agency and shared services for cooperative programs between the county and municipalities. Imaging systems or services must meet State standards and certification requirements and may include costs for hardware, software, personnel, consultants and other services directly related to the grant project.

Priority 4: Backlog and legacy records imaging -

Grants may be awarded by the State Records Committee for projects for imaging and/or microfilming a legacy of non-current county records, or back logs of current programs for imaging or microfilming of active county

records, either in-house or outsourcing such projects. Grants may include the cost of additional personnel and equipment, temporary personnel or overtime for existing county personnel, or use of government or commercial service bureaus.

Priority 5: Electronic transactions and e-Recording portals for land records - PARIS grant application may include proposals for the development and maintenance of systems and web-based portals for electronic recording of land records in county clerks offices and the planning, development and implementation of systems and other county government portals for other electronic transactions and records access.

Priority 6: Electronic Document Management Systems - The State Records Committee will accept grant applications including proposals for feasibility studies, planning, purchase, implementation, integration, conversion or upgrade and further development of Electronic Document Management Systems (EDMS)/Content Management (CM) and Records Management (RM) systems. As with other categories of grant projects, the Committee will tend to favor proposals for enterprise-wide or shared systems. Grant proposals may include costs for hardware, software, personnel, consultants and other services directly related to the grant project.

Priority 7: Infrastructure (WANs, etc.) - Grant proposals will be accepted for feasibility studies, planning, purchase, implementation, upgrade and further development or the county infrastructure to implement and support records management systems, such as local and wide-area networks (LANs and WANs) and systems and equipment related to other grant projects and county records management programs. Such proposals may include costs for hardware, software, personnel, consultants and other services directly related to the grant project.

PRIORITIES FOR GRANTS TO MUNICIPALITIES

The following priorities have been established by the State Records Committee for the Public Archives and Records Infrastructure Support (PARIS) grants to be awarded in May 2004 for projects for archives and records storage, preservation and management for Fiscal Year 2006 (July 1, 2005 to June 30, 2006) in each of the 12 municipalities in New Jersey with a population of over 75,000.

Needs Assessment and Strategic Planning

Municipalities with populations of more than 75,000 will be eligible to apply for grants to conduct a needs assessment and strategic planning for records storage, preservation and management, including hiring professional consultants and related expenses. These specific projects fall within the Inventory and Planning category and the subcategory of records survey and program planning in Part 2 of this handbook.

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PART 4

COMPLETING GRANT APPLICATION FORMS

The grant application forms are available as
PDF and Word template documents at
www.njarchives.org.

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COMPLETING FORMS AND OTHER MATERIALS

Forms marked with an asterisk (*) are required of all applicants. The forms are located in the Appendices of this booklet. Use the checklist that precedes the forms to verify that your application is complete and assembled correctly.

A complete application consists of the grant *Application Summary Form PARIS-S (counties only)*, *Project Application Form PARIS-1c or PARIS-1m*, *Records Management Program Questionnaire Form PARIS-2*, *Proposed PARIS Grant Budget PARIS-7*), and other required forms and materials including:

- ***Statement of Need.** Complete this form for all projects.
- ***Application Narrative.** Must be completed by all applicants. Follow the outline described in Part 5 of this handbook and include any applicable attachments, such as floor plans of records storage areas.
- **Project Position Description Form PARIS-3.** Complete this form for each payroll position or consultant to be paid in whole or in part with grant funds. Detailed instructions on how to complete this form are provided on the reverse side of the form.
- **Vendor Quote Form PARIS-4.** This form is required in the following cases:
 - In each instance where funds are requested for purchases of equipment with a unit cost in excess of \$25,000.
 - For supplies and materials, including computer software, where funds are requested for purchases with a unit cost in excess of \$25,000.
 - For purchased services, where the cost of a vendor's services, including consultant's services, exceeds \$25,000.
 - Remodeling, where the cost of any one activity exceeds \$25,000. If more than one contractor will be used, this form must be completed for each contractor.

- ***Imaging and Microfilming Project Information Form PARIS-5.*** Complete a separate copy of this form for **each** record series or group of records proposed for imaging or microfilming. For assistance in determining the number of images in the series, or on any other technical matters, contact PARIS Grants Administrator, Division of Archives and Records Management, 2300 Stuyvesant Avenue, Trenton, NJ, 08618. Telephone 609-530-3215, or send a fax to 609-530-6121 or e-mail to paris.grants@sos.state.nj.us.
- ***Indexing Project Information Form PARIS-6.*** A copy of this form must be completed for all indexing projects. Instructions for completing the form are on the reverse side of the form.
- **Other Required Materials.** Add whatever other materials are required for your specific grant, such as floor plans, consultant resumes, requests for quotations (FRS), etc., as required by the relevant category or subcategory for each grant project in Part 2 of these guidelines.

Authorizing Resolution. The governing body of a county or municipality must adopt a resolution authorizing submission of a PARIS grant application. The resolution must be passed by a majority of the full membership of the governing body and must identify the project. Pursuant to the provisions of N.J.S.A. 40:41A-32.b, in counties operating under the county executive plan, the county executive may issue an executive order in place of a resolution by the Board of Freeholders.

INSTRUCTIONS FOR COMPLETING THE *APPLICATION SUMMARY FORM (PARIS-S)*

One Application. Only one application package shall be prepared by each county. The application must include proposals for multiple grant projects, including grants projects based on the various priorities established by the State Records Committee for the current grant cycle per Part 3 of these guidelines.

County Government. Enter the name of the county.

Project Manager and Title. Name of the Project Manager appointed by the governing body of the county, his/her title (e.g. County Clerk, County Administrator, Chief Financial Officer, etc.) and contact information (address, telephone #, fax #, and email address). See “Eligibility Requirements” in Part 1 of this manual for requirements for appointment of a Project Manager.

Project Summary. A description of the proposed grant project, including its scope and objectives, is an essential part of the grant application. This summary provides grant reviewers with their first impression of the proposed project.

Grant Projects Listing. Please list all proposed grant projects to be consider in this application. Identify the Project Name, the FY 2005 Priority (or Priorities), the Grant Category, and the Grant Sub-category. Each project listed, at a minimum, must have a corresponding PARIS-1 Form completed; depending on the project type other forms may need to be completed.

Certification and Approval. The grant project manager, appointed by resolution by the governing body of the county or municipality, must sign the application and print or type his or her name and title. **The original copy of the application must include original signatures in blue ink.** Rubber-stamped signatures are not acceptable.

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INSTRUCTIONS FOR COMPLETING THE COUNTY GRANT PROJECT APPLICATION FORM (PARIS-1C)

Counties

Separate *Grant Project Application Forms* are available for counties and municipalities for the current grant cycle. **Counties** should complete multiple copies of the **PARIS-1c** *Grant Project Application Form* for their application.

County Government. Enter the name of the county.

Department/Unit. Provide the name of the specific department, agency, or unit that will be participating in the grant projects (e.g., County Clerk's Office, Surrogate, Police Department, Social Services, etc.). This information is required of all applicants.

Project Manager and Title. Name of the Project Manager appointed by the governing body of the county, his/her title (e.g. County Clerk, County Administrator, Chief Financial Officer, etc.) and contact information (address, telephone #, fax #, and email address). See "Eligibility Requirements" in Part 1 of this manual for requirements for appointment of a Project Manager.

Project Category. For FY 2006 (July 1, 2005 to June 30, 2006), three specific project areas have been identified for counties. On each *Grant Application Form*, select one category and one sub-category under which the county government is applying for each grant project. Select only one category and only one sub-category within that category for each grant project. File multiple copies of the PARIS-1c form, one for each category of grant projects.

See "Priorities for Funding" in Part 1 of this handbook for the categories of grants authorized by the State Records Committee for the current grant cycle. Refer to Parts 2 and 3 of this handbook for detailed information about the specific projects that fall within these categories and subcategories.

Amount Requested. The minimum grant request for each county for the current grant cycle cannot be less than twenty-five thousand dollars (\$25,000) and the maximum grant request cannot be more than one million and five hundred thousand dollars (\$1,500,000).

Project Summary. A description of the proposed grant project, including its scope and objectives, is an essential part of the grant application. This summary provides grant reviewers with their first impression of the proposed project.

Certification and Approval. The grant project manager, appointed by resolution by the governing body of the county or municipality, must sign the application and print or type his or her name and title. **The original copy of the application must include original signatures in blue ink.** Rubber-stamped signatures are not acceptable.

INSTRUCTIONS FOR COMPLETING THE MUNICIPAL GRANT PROJECT APPLICATION FORM (PARIS-1M)

Municipalities

Separate *Grant Project Application Forms* are available for counties and municipalities for the current grant cycle. **Municipalities** should complete multiple copies of the **PARIS-1m** *Grant Project Application Form* for their application.

One Application. Only one application package shall be prepared by each municipality. The application must include a proposal for a grant project, based on the priorities established by the State Records Committee for the current grant cycle per Part 3 of these guidelines.

Municipal Government. Enter the full name of the municipality (including city, borough, etc.)

Department/Unit. Provide the name of the specific department, agency, or unit that will be participating in the grant projects (e.g., Municipal Clerk's Office, Chief Financial Officer, Police Department, etc.). This information is required of all applicants.

Project Manager and Title. Name of the Project Manager appointed by the governing body of the county or municipal government, his/her title (e.g. Municipal Clerk, Municipal Administrator, Chief Financial Officer, etc.) and contact information (address, telephone #, fax #, and email address). See "Eligibility Requirements" in Part 1 of this manual for requirements for appointment of a Project Manager.

Project Category. For the current grant cycle (July 1, 2005 to June 30, 2006), the State Records Committee authorized one specific category of grant projects for municipalities with a population over 75,000. The State Records Committee authorized the 12 largest municipalities in New Jersey to apply for grants for FY 2006 for needs assessments and strategic planning for each municipality.

These specific projects fall within the Inventory and Planning category and the subcategory of records survey and program planning in Part 2 of this handbook. Check the appropriate category in the *Grant Application Form* for a needs

assessment and strategic planning grant. Refer to Part 2 of this handbook for detailed information about this specific project.

Amount Requested. For municipalities, the minimum grant request for needs assessments and strategic planning for each municipality cannot be less than twenty-five thousand dollars (\$25,000) and the maximum grant request cannot be more than fifty thousand dollars (\$50,000) during the current grant cycle.

Project Summary. A description of the proposed grant project, including its scope and objectives, is an essential part of the grant application. This summary provides grant reviewers with their first impression of each proposed project.

Certification and Approval. The grant project manager (i.e., the Municipal Clerk) must sign the application and print or type his or her name and title. **The original copy of the application must include original signatures in blue ink.** Rubber-stamped signatures are not acceptable.

**INSTRUCTIONS FOR COMPLETING THE
*RECORDS MANAGEMENT PROGRAM QUESTIONNAIRE FORM (PARIS-2)***

This form must be completed by every agency applying for a grant.
Additional instructions are self contained on the form.

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INSTRUCTIONS FOR COMPLETING THE *PROJECT POSITION DESCRIPTION FORM (PARIS-3)*

Complete this form for each proposed grant-funded position and any proposed consultants. Use the grant narrative's "Plan of Work" section to provide additional information as needed.

Grant Project Employment Information

Title of Proposed Position: Provide the title of the proposed grant position to be paid from grant funds. All proposed position titles must correspond with Department of Personnel positions

Full-Time/Part-Time Employment: Check whether the grant-funded position will be full-time or part-time.

Hours and Salary Information: This information must be provided in the format requested, i.e., the position must be described in hours to be worked and hourly rate of pay. For consultants, list the total number of days the consultant will work and the rate of pay. If the fee paid to consultants from grant funds exceeds \$25,000, applicants must submit at least one quote and complete a *Vendor Quote Form (PARIS-4)*

Required Qualifications and Description of Project Duties and Activities: Describe the required qualifications for, and the duties and activities of, the *proposed project position*. For consultants, also include their resumes, which should outline their records management, preservation and storage qualifications and experience with local governments.

Employment Paid with Local Government Funds

If the proposed grant-funded employee will also work full or part-time in another capacity for the local government and be paid with local government funds, please complete "Employment Paid with Local Government Funds" information. Indicate the number of hours per week the employee currently works for the local government. Grant funds may not be used to fund work hours that are currently funded by the applying local government. Rarely will funding for overtime be approved and must receive prior approval from DARM.

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INSTRUCTIONS FOR COMPLETING THE *VENDOR QUOTE FORM (PARIS-4)**

Local governments submitting a grant proposal must complete this form *in the following cases*:

- When applying for funds for purchase of equipment with a *unit cost* in excess of \$25,000
- When applying for funds for purchase of supplies and materials, including computer software, with a unit cost in excess of \$25,000.
- When applying for funds for purchased services where the cost of any single vendor's services, including consultant's services, exceeds \$25,000
- When applying for funds for minor remodeling where the cost of any; one activity exceeds \$25,000 (if more than one contractor is used, complete this form for each contractor)

Technology Needs Assessment and Implementation Project Proposals: In cases where vendor quotes are required, applicants must submit full written quotes for technology projects in addition to the *Vendor Quote Form*. These quotes must be the complete quotes submitted by vendors, and must include information on proposed services and vendor qualifications.

State Contract Purchases: Even if you are using a state contract quote as one of your quotes, you must submit the information on the *Vendor Quote Form* for any purchase over \$25,000.

Sole-Source Vendors: If there is only one vendor who can provide the required supplies, equipment, or contracted services, indicate this on the *Vendor Quote Form* and discuss in the narrative your attempts to find additional vendors. A prior working relationship with a vendor (or consultant) does not, by itself, constitute justification for a sole-source contract.

The Division of Archives and Records Management encourages applicants to search for the best quality at the least expensive price. DARM encourages applicants to follow established purchasing procedures in their county or municipality to use State Contracts or seek quotes from multiple vendors where appropriate after the receipt of a PARIS grant.

*** If you must submit more than one *Vendor Quote Form* and choose not to complete it electronically, feel free to photocopy the form. Attach additional information if more space is necessary, but please be brief and specific.**

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INSTRUCTIONS FOR COMPLETING *IMAGING AND MICROFILMING PROJECT INFORMATION FORM* (PARIS-5)

COMPLETE ONE FORM FOR EACH SEPARATE RECORDS SERIES OR GROUP OF RECORDS
YOU ARE IMAGING OR MICROFILMING

Local Government Name: Enter the name of your local government.

Activities: Check off whichever activities you will carry out with this records series:

Paper documents to digital image: Scanning of paper

Microfilm documents to digital image: Scanning microfilm images

Digital documents to microfilm: Converting e-documents (like Word files) to digital images

Paper documents to microfilm: Microfilming of paper

Digital images to microfilm: Printing digital images directly to microfilm.

RECORDS DESCRIPTION

Name of Records Series: Enter the title of the records series you intend to microfilm or scan (e.g., "Birth Records," "Payroll Records," etc.).

Records Schedule (Name and Item Number): Enter the records retention schedule name and item number. Retention schedules are posted on the DARM web site.

Date Range of Records: Enter the earliest and latest years of the records series you intend to microfilm or scan. If you have records from 1815 to 2004, but you only intend to microfilm or scan the last twenty years, enter "from 1985 to 2004."

Retention Period (Years): Enter the retention period for the records series to be microfilmed or scanned (e.g., "6 years," "Permanent," etc.).

Total Number of Images: Enter the number of images to be microfilmed or scanned. For assistance on how to estimate the number of images, contact DARM. If microfilming, note that the number of images on a roll may not equal the number of sheets if double-sided documents are included in the project.

Microfilm: If your project is for microfilming, enter the format of your use copies (digital images or microfilm), the total number of camera rolls, and the total number of duplicate microfilm rolls (if applicable).

Type of File: Check the appropriate box for your project.

Annual Growth: Indicate the growth of the records series (whether it is paper or electronic) in number of pages per year.

Arrangement: Check appropriate box to indicate the order in which the records are arranged.

CHARACTERISTICS

Electronic Date: Indicate whether the INITIAL DOCUMENTS you will be imaging or scanning are digital images versus other electronic formats (such as word processing files or database reports).

Document Size: Indicate whether the paper documents or the images (in the case of digital images) within the series are one physical size ("Uniform") or of different sizes ("Varies"). Enter the maximum and minimum sizes of documents in inches. For electronic documents, assume the documents are 8 1/2" X 11", unless the series has digital images of various sizes.

Paper Type: For paper documents, indicate each type of paper present in the records series.

Paper Condition: For paper documents, indicate the physical conditions of the records in the series and the approximate percentages exhibiting those characteristics.

Imprint: For paper documents, indicate each type of imprint present on any of the pages in the records series.

Paper Color: For paper documents, indicate each of the colors of paper present in the records series and the approximate percentages with those paper colors.

Fasteners: For paper documents, indicate the fasteners used to hold pages together.

Frequency of Fasteners: Indicate the approximate percentage of the series with each type of fastener.

RETRIEVAL

Number of References: Indicate the approximate rate at which users refer to information in this series.

References Needing Copies: Enter the approximate percentage of references to this series that require a printed copy be made.

Retrieval Urgency: Indicate the urgency of requests for retrieval in this series.

Access: Indicate whether local government staff, the public, or both can retrieve from this series.

Reference Copy: Indicate the normal method you *INTEND TO USE* to access this series at the *CONCLUSION* of this project.

INSTRUCTIONS FOR COMPLETING THE INDEXING PROJECT INFORMATION FORM (PARIS -6)

COMPLETE ONE FORM FOR EACH SEPARATE SERIES YOU ARE INDEXING

LOCAL GOVERNMENT NAME: Enter the name of your local government.

RECORDS SERIES TITLE: Enter the name of the records series you will index (e.g., Board of Freeholder Minutes, Social Services Case Files, Birth Records, etc.). If you propose to index more than one series complete an *Indexing Project Information Form* for each.

PHYSICAL DESCRIPTION OF RECORDS TO BE INDEXED

Date range of records series: Enter the earliest and latest years of the records series you intend to index. If you have minutes from 1815 to 1998, but intend to index only the last twenty years of those, enter "from 1979 to 1998."

Total number of pages/keystrokes: Choose either "pages" (when indexing minutes) or "keystrokes" (when indexing case files or birth, death, and marriage records). Enter the appropriate total number of pages or keystrokes. Estimate number of keystrokes by estimating total number of records and multiplying that by the average number of keystrokes per record. Keystrokes include any characters, as well as spaces.

Then indicate the number of pages or records and the range of years for the various types of imprints for the series. For instance: "Handwritten pages: Number: 1432 Range of years: 1935-1983."

WORKPLAN

Method of Indexing: Indicate the method or methods of indexing you propose to use.

Manual: A manual index would generally be a card file. Such projects are rare and hard to justify.

Database: Many applicants use databases (such as Access or FileMaker Pro) to develop their indexes.

Commercial indexing software: Some applicants use commercial software designed especially for indexing.

Other automated search tools: Some applicants use electronic search tools in place of an index that conduct sophisticated electronic searches of minutes in electronic searches rather than produce a formal index.

If using *prepackaged software*, indicate the name and version: (Such as "Access 2000".)

Type of Data Entry or Conversion:

Keying phrase/term: Check if you will be keying subject terms into a database or onto cards

OCR scanning: Check if you plan to scan typed minutes and convert them to electronic text

Re-keying full text: Check if you plan to convert your minutes to electronic form by retyping them

None: Check if you will use software to search minutes already in electronic form

If *scanning*, indicate OCR software name and version.

Personnel Responsibilities: Check whether your grant-funded staff or a vendor will perform the listed tasks.

DOCUMENTATION

Procedures Manual: Check off all the items on this list that you will include in your procedures manual. The State Archives strongly recommends that local governments develop an indexing procedures manual as part of an indexing grant project.

Access Points: Check off the access points you will include in your index, especially if using a database.

WORK RATE

Number of hours of preparation time: Indicate the hours you will need to prepare for the indexing: staff training developing master list, etc.

Number of hours of indexing: Indicate the hours you estimate the indexing will take. The usual estimate for indexing minutes is seven pages per hour. The usual estimate for indexing birth, death, and marriage records (and for similar types of objective indexing) is 4,000 keystrokes per hour.

Number of hours to conclude project: Indicate the hours needed to finish your procedures manual, finalize master list, print index, etc.

Total hours: Indicate the total number of staff hours needed to complete this project.

INSTRUCTIONS FOR COMPLETING THE *PROPOSED PARIS GRANT BUDGET (PARIS-7)*

The *Proposed PARIS Grant Budget* form is designed to provide grant reviewers with a precise accounting of all proposed project expenses. Both county and municipal governments must complete this form as part of their grant application package. If additional space is needed to complete any part of this form, please attach extra sheets. Enter **only whole dollar** amounts.

Funding Source. Enter “PARIS Grant Program”.

Budget Prepared By. Enter the name of the project manager (i.e., the Municipal Clerk or the project manager appointed by the governing body of the county government) who will be able to answer questions about this proposed grant, especially its budget. See “Eligibility Requirements” in Part 1 of this manual for requirements for appointment of a Project Manager.

Agency Name. Provide the **name of the county or municipal government** applying for the grant.

Mailing Address. Provide the street address and any other mailing address, such as a post office box and related zip code, to be used by the PARIS Grants Administrator and other DARM staff to contact a county or municipal government about its fiscal reporting.

Telephone Number. Provide the direct telephone number of the project manager. If the person appointed as the project manager for PARIS grants does not have a direct number, whenever possible a direct number should be obtained for the purpose of administering the grant projects.

Project Operation Dates. All PARIS grant projects officially begin on July 1, 2005, and must be completed no later than June 30, 2006. Proposals for multiple year grant projects will be accepted, but will only be funded on an annual basis and must be planned to proceed in phases of one year each.

Salaries for Professional and Support Staff. For all project personnel to be compensated with grant funds, provide the specific position title, the hours worked

the hourly rate of pay, and the total project salary. The full-time equivalent (FTE) requested on the budget form must be calculated.

Purchased Services. Briefly describe each service. To calculate cost, indicate the number of days or hours a consultant will work, multiplied by a daily or hourly fee, to arrive at the total proposed expenditure for consultant services. If the fee paid to consultants from grant funds exceeds \$25, 000, applicants must submit at least one quote and complete a *Vendor Quote Form*.

Supplies and Materials. Briefly describe each requested item and specify quantity, unit cost, and proposed expenditure. Itemize **all requests** and provide full and accurate information for each request. Any equipment items with a unit cost of less than \$1,000 and **all computer software** should be requested under this budget code. Applicants must submit at least one quote and complete a Vendor Quote Form for software, regardless of the unit price. Software is not considered equipment. For this reason, software should be budgeted under “Supplies & Materials.” It could possible appear under “Equipment,” only if it is included as part of a package – for example, when the grantee is purchasing some computer equipment (monitor, keyboard, printer) as a packaged unit and the software is included. In this case, it would make the most sense to budget the entire purchase as a “computer station,” which would most likely cost over \$1,000.

Travel Expenses. Complete each column, indicating how the proposed expenditure is calculated.

Employee Benefits. The cost of fringe benefits for grant-funded positions may be paid from grant funds. Fringe benefits shall conform to the standard benefit package provided by the county of municipality for their employee. Provide the total proposed expenditure for all benefits to be paid.

Indirect Cost. Indirect costs for administration of grant projects by a county or municipality are **not eligible** for funding.

Construction or Major Remodeling. Briefly describe the proposed construction or major remodeling, the calculation of the proposed expenditures, and the total expenditures.

Minor Remodeling. Briefly describe the proposed minor remodeling, the calculation of the proposed expenditures, and an estimate of the total expenditures.

Equipment. Describe the item to be purchased and specify quantity, unit cost, and proposed expenditure. All proposed equipment purchases must be itemized in this category. Equipment with a unit cost under \$1,000 must be budgeted under “Supplies and Materials.”

Project Manager’s Certification (Budget Summary page.) The original form must include an original signature of the county or municipal government’s project manager. This signature should be in **blue ink** so that the original may be distinguished from the copies. DARM cannot process budgets or release funds to successful applicants without this original signature.

Agency Code and Project Number (Budget summary page.) This information is completed by DARM.

Federal Employer ID number (Budget Summary page.) Any county or municipal government applying for a PARIS grant must supply its Federal Employer ID number. A Budget cannot be processed without this information.

Agency Name (Budget Summary page.) Provide the official name of your county or municipal government.

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PART 5

PREPARING THE GRANT APPLICATION NARRATIVE

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HOW TO WRITE THE APPLICATION NARRATIVE

Identify the Project

There is no prescribed order for the process of establishing a records management, preservation or storage program. Records inventory and planning is usually – but not necessarily – the first step, providing a county or municipal government with information essential to the successful management of future projects. It is the responsibility of the applicant to determine which step takes priority, and then to justify this decision in its application.

Collect Information About Your Records Management, Preservation and Storage Needs

Identify records-related problems, including preservation, storage and management need, and determine which problems need to be addressed first. Examine the records management problem, consider a number of possible solutions, and decide which solution is likely to be the most effective and efficient. Next, determine the grant category under which the proposed solution falls. Always review the relevant category description to determine the eligible activities and requirements, and be sure that the application addresses each category's requirements.

Make Sure That Your Project is Focused

Propose a project with goals that can be accomplished **in a single year**. It is permissible to frame a project as the first segment of a multi-year project, but each annual phase of the project must be able to stand on its own. Be sure that the project has definite goals and a definite end point. The project's objectives must be attainable. Remember that there is no guarantee that subsequent projects will be awarded grants, so it is essential to demonstrate that the proposed project will itself have benefits.

Although a project must have definite goals and a definite end point, it must also provide **ongoing benefit** to the county or municipal government. PARIS grants are meant to provide seed money to help county and municipal governments

establish or enhance comprehensive records management, preservation and storage programs. The application narrative must show that a county or municipal government will support its archives and records management programs once the project is completed and grant funding ends.

Demonstrate That You Are Informed and Prepared

Demonstrate an understanding of basic concepts in records management, preservation and storage, especially those directly related to the application. Prepare a well-organized application, with definite goals and precise ways to achieve those goals. Funding will only be granted for those activities that the applicant has demonstrated to be necessary and of on-going benefit for the improvement of preservation, storage and management of their records.

Assemble the Grant Application

Assemble the grant application in the order listed on second page of the PARIS-1 (PARIS-1c and PARIS-1m) *Grant Application Forms*. Design a coordinated grant application, with parts that are both integrated and reinforce each other. It is essential that your application be complete. A **complete application** consists of:

- the statement of need
- the narrative
- the proposed budget
- the required forms
- other required materials

Statement of need. Demonstrate the need for the proposed project and identify the anticipated outcome. If appropriate, supporting information and documentation should be included to substantiate the need. Describe the current service level and adequacy of service provided. If services are not currently provided, document the need for the service.

Use the application narrative to justify every request in the proposed budget. If a budget item is not justified, the item will be eliminated from the budget.

Use a font size **no smaller than a 12 point font** such as Times New Roman. Number the pages of the narrative. Paperclip the pages of the original application forms together (for easy reproduction by DARM staff). **Do not submit your original grant application in binders or folders.** Copies of the application may be stapled or placed in binders.

The narrative is the heart of the application. Be clear and precise and present each point convincingly. If a consultant is preparing the application, **keep in mind that the grant narrative must reflect a county or municipal government's unique situation.** Some consultants produce virtually identical narratives for a number of county or municipal governments and submit these simultaneously. **Application narratives must address the specific problems of each applicant.**

REMINDERS

- ✓ Use a font size no smaller than 12 pt.
- ✓ Number the pages of the narrative
- ✓ Paperclip the pages of the original. The copies may be stapled. **No binders or folders.**
- ✓ Write the four sections of the narrative in the manner and order presented in this section. Provide complete information, but be brief and concise.
- ✓ **Sign the original** paper copy *Grant Project Application Form* and the proposed budget in **blue ink.**
- ✓ Submit an **original and four (4) paper copies or one (1) electronic copy in MS Word on a compact disk** of your application to:

PARIS Grants Administrator
Division of Archives and Records Management
2300 Stuyvesant Avenue
Trenton, NJ 08618

OUTLINE OF THE APPLICATION NARRATIVE

The application narrative must have the following structure:

I. Statement of the Problem

Describe the specific records management, preservation or storage issue this project addresses and why it is a high priority. Provide both **qualitative** descriptions of the issue and **quantitative** data on the issue. For example, support a request for funding with the volume (in cubic feet) of records involved, information on records access and storage conditions, and other information about the records management, preservation and storage program.

II. Intended Results

Provide information on the anticipated solutions to the records management, preservation, or storage problem outlined in the statement of the problem. **Clearly identify and number each intended result** (i.e. specific projects, services, or changes that will result from this project), and indicate the anticipated benefits. Explain how the successful completion of this project relates to and will further your overall records management, preservation and storage plan.

III. Plan of Work

- Describe the methods that will be used to achieve the intended results. Provide a detailed outline of the proposed work and a timetable (i.e., a Gantt or PERT chart or other type of time schedule) showing when each phase of the project will be completed.
- Demonstrate that the project goals are focused and attainable by June 30, 2006, and that the process is carefully planned.
- Explain why one method was chosen over other alternatives.

- **Justify all expenses.** Items that are not explained in the narrative will not be funded.
- Explain, by title or position, who will be responsible for performing all the tasks listed in this section. Personal names are not necessary, except where professional qualifications may be an issue.
- Indicate in-kind financial or other support that your government will contribute to this project as evidence of its dedication to records management, preservation and storage efforts.

Although matching funds are not required for PARIS grants, the State Records Committee will take into consideration evidence of past and on-going support by a county or municipal government for preservation, storage and management of their records.

- Address each category requirement, as listed in Part 2 of these guidelines.

IV. County or Municipal Government Support for Records Management, Preservation and Storage

In this section, indicate a commitment to developing or improving your records management, preservation or storage programs. Indicate how your county or municipal government intends to provide continuing financial and other support for programs initially developed with grant funds. Be specific.

Types of support may include:

- Staffing
 - Number of personnel positions
 - Amount of time dedicated to records management, preservation and storage

- Duties of each personnel position (e.g. filing, microfilming, inactive records storage and retrieval, etc.).
- Equipment
 - Microfilm reader-printers, microfilm storage cabinets, cameras, scanners and other imaging equipment
 - Computers and other related equipment dedicated to records management, preservation and storage
 - Mobile shelving
 - Servers, printers and other equipment dedicated to records management, preservation and storage networks
- Supplies
 - Records management, preservation and storage software
 - File folders and cubic foot records storage boxes
 - Archival acid-free (pH not less than 7.5) boxes and materials
 - Steel shelving and record storage center equipment
- Space
 - Inactive records storage areas
 - Microfilm and imaging areas (use, storage, and production)
 - Archival and historical records vaults
 - Electronic media vaults

APPENDICES

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CRITERIA FOR MEASURING THE SUCCESS OF PROJECTS FUNDED BY THE PARIS GRANTS PROGRAM

- Final outcomes that substantially meet the objectives of the project (e.g., a certain number of records microfilmed or imaged or microfilm rolls or compact disks produced; an information system developed; or a specific number of historical records arranged and described).
- Project outcomes that are in accordance with the guidelines and parameters set forth in this handbook.
- Outcomes that are consistent with State Records Committee rules, publications, or guidelines.
- Projects completed on time and according to schedule.
- Grant funds spent on time and according to schedule.
- Grant funds have been spent on the purposes set forth in the application as approved by the State Records Committee.

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RESOLUTION FOR THE APPOINTMENT OF A SIGNATORY/PROJECT MANAGER

**Resolution Designating ____ (title) ____ as Project Manager to Oversee the Fulfillment of the
New Jersey Public Archives and Records Infrastructure Support (PARIS)
Grant Program**

Freeholder _____ (name) _____, offered the following resolution and moved its adoption:

Whereas, New Jersey has launched its pioneering Public Archives and Records Infrastructure Support (PARIS) and Records Disaster Recovery Triage (Records Direct) grant programs to meet the strategic and emergency records management, preservation, and storage needs of county and municipal governments; and

Whereas, a requirement of the grant program is to designate a full-time management-level executive as project manager.

Now, therefore, be it resolved that _____ (name) _____, _____ (title) _____, hereby be designated as signatory and project manager for the PARIS Grant Program.

Be it further resolved that the Clerk of the _____ County Board of Chosen Freeholders forward a certified true copy of this resolution with attachments to Karl Niederer, Director, Division of Archives and Records Management and a copy also be forwarded to _____ (name) _____, hereby appointed PARIS grant signatory and project manager.

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SAMPLE

DEPOSIT AGREEMENT

between

(Name of county or municipality)

and

(Name of depository institution)

(Date of agreement)

DEPOSIT AGREEMENT

Agreement made and entered into this _____ day of _____, 20__ and between the (name of county or municipality) _____ hereinafter referred to as "Owner", the (name of depository institution) _____ hereinafter called "Depository," and the New Jersey Division of Archives and Records, hereinafter called "DARM."

Witnesseth:

Owner has in its possession valuable public records pertaining to the history of (name of county or municipality) _____, which it desires to save for the benefit of future generations. Depository is willing to serve as temporary physical custodian for said public records, hereinafter referred to as the "Records," so that they can be used for historical research purposes. Owner and Depository have declared their intention to execute a Depository Agreement for certain public records. A list of the Records to be placed in the temporary physical custody of Depository, including the name of each record series, the inclusive dates, and approximate volume, is attached to this agreement as Exhibit 1. This specific agreement pertains only to those Records listed therein. DARM, New Jersey's statutory and regulatory authority for the disposition of public records, is a party to, and must approve of such Depository Agreements.

Section I

In accordance with *NJAC 15:3-3.2* and subject to the conditions and terms hereinafter set forth, Owner will transfer to the temporary physical custody of Depository the record series listed in Exhibit 1 attached to this agreement. Legal ownership of the Records will remain with Owner. The conditions and terms hereinafter set forth shall apply to all Records transferred to Depository, whether such documents are originals or copies (the originals of which remain in Owner's possession).

Section II

Depository shall accept said Records when presented, store them, and preserve them under the same conditions and precautions accorded to its other valuable manuscripts. Owner shall provide copies of preliminary as well as subsequent listings to Depository's designated official(s) as identified in Section VIII.

Section III

The deposit is for a period of ____ years, at end of which period, either Owner or Depository shall have the privilege upon six (6) months' written notice of discontinuing the deposit arrangement. In this event, all materials shall be returned to Owner at Owner's expense. Alternatively, at the end of the initial period of deposit, Owner and Depository may renew this agreement for an additional period of ____ years.

Section IV

Owner reserves the right at any time during the term of this deposit, to recall any or all of its records, if needed (a) for use in the business of Owner, or (b) for litigation in which Owner is engaged or preparing to engage, or (c) to enable Owner to comply with a state or federal law, regulation, or court order. In such cases, Depository shall comply with such recall requests no later than two (2) working days after receipt of such notice. Records may be recalled from Depository only by Owner's authorized official, as named in Section VIII. The Depository shall prepare the Records requested by Owner for shipment in suitable containers and send them to any location designated by Owner. Any expenses incurred by Depository in fulfilling this provision shall be reimbursed by Owner. If necessary and if required by Depository, Owner will advance the funds required to transport the Records.

Section V

Owner reserves the right for its authorized official, as named in Section VIII, to inspect the Records during regular business hours without advance notice to Depository in order to determine if proper care is being taken.

Section VI

Acknowledging that the purpose of this agreement is to facilitate use of the Records for historical research purposes, Owner and Depository agree that Records will be made accessible to Owner's officials and employees, and to the general public for examination, use, and reproduction (at the expense of the person or agency requesting such reproduction) during Depository's normal business hours, in accordance with the New Jersey Right to Know Law and the Open Public Records Act (*New Jersey Statutes* 47:1A-1 et seq.).

Section VII

The Records will be sorted and preserved by Depository without charge to Owner. However, ultimate retention and preservation of the Records remains, under statute, the legal responsibility of the Owner. The Depository acknowledges that the Records are public documents under statute, which cannot be destroyed, deaccessioned, transferred to another repository, or otherwise disposed of without express written permission of the Owner and DARM.

Section VIII

All notices to Owner shall be addressed to:

(name of Owner's authorized official)
(name of Owner's agency)
(address of Owner agency)

or to such other person as Owner shall from time to time designate.

All notices to Depository shall be addressed to:

(name of Depository's director)

(name of Depository)

(address of Depository)

or to such other person as Depository shall from time to time designate.

This agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto.

Section IX

If Depository shall default in the due observance or performance of any covenant, agreement or obligation of Depository contained in this agreement, Owner may, if it so elects, terminate this agreement by giving written notice to that effect to Depository and in such event the records will be returned to Owner within thirty (30) days after the date of delivery of such notice to Depository.

Section X

If Depository, at any time during the term of this agreement, finds that it is unable to observe or perform the covenants, agreements, or obligations herein contained, then it shall, upon six (6) months' written notice, return the records to Owner.

Signed:

for Depository

for Owner

Date

Date

Approved:

Director, DARM, or designated representative

Date

Exhibit 1

Records Transferred by Owner to Depository

The attached accession sheets list all Records placed on deposit by Owner at Depository in accordance with the terms of the agreement to which this exhibit is attached.

This exhibit shall be revised and updated under the signature of the Owner's authorized official whenever items are added to or removed from the deposit.

(Owner's authorized official)

Date

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SAMPLE

DEPOSIT RESOLUTION

of

(Name of county or municipality)

**PROVIDING FOR THE
TRANSFER OF PHYSICAL CUSTODY,
BUT NOT LEGAL CUSTODY,
OF CERTIAN PUBLIC RECORDS TO THE**

(Name of depository institution)

(Date of agreement)

WHEREAS, the (name of depository institution) is a nonprofit corporation in the State of New Jersey, having its principal office at (street address) situate in (name of municipality); and

WHEREAS, said institution was established for the purpose of perpetuating knowledge of, and encouraging public interest in, the history of (name of county or municipality), and to acquire and preserve materials and information relevant to the social, economic and political history of (name of county or municipality); and

WHEREAS, it has been recommended to the (governing body of county or municipality) that it would be to the mutual advantage of both (name of county or municipality) and (name of depository institution) to enter into a deposit agreement providing for the transfer of physical custody, but not the legal custody, of certain historical public records to the (name of depository institution), namely,

(List of record series to be deposited)

to be kept and maintained by the (name of depository institution); and

WHEREAS, the (governing body of county or municipality) has considered said recommendation and is of the opinion that such transfer of said public records, reserving to the (name of county or municipality) the right to recall said public records, would be beneficial to the residents of (name of county or municipality) and other persons interested in the history of (name of county or municipality); and

WHEREAS, the *New Jersey Administrative Code*, Title 15:3-3.2, provides that historically significant public records may be deposited in another institution with the approval of the Division of Archives and Records Management, Department of State; and

Whereas, it appears that the (name of depository institution) is able to provide sufficient storage space, environmental controls, and security for the preservation of said public records in its facilities, and there to permit public access to said records during its regular business hours; and

Whereas, the (name of depository institution) has requested physical custody of said public records, and desires to enter into a deposit agreement with (name of county or municipality) stating the terms and conditions of the transfer of custody:

NOW THEREFORE, BE IT RESOLVED by the (governing body of county or municipality) that the physical custody, but not the legal custody, of the above-listed historical public records shall be transferred to the (name of depository institution); and that the said records shall be maintained and made publicly accessible by said institution in its facilities for a period of _____ years; and that a deposit agreement containing the specific terms and conditions of this transfer be executed by authorized officials of both (name of county or municipality) and the (name of depository institution) and made part of the official minutes of the governing body of (name of county or municipality).

SAMPLE PARIS GRANT AUTHORIZING RESOLUTION

A sample resolution is found below. A grant applicant must adopt an authorizing resolution to be included with its application. The resolution must be passed by a majority of the governing body and identify the grant project. The resolution must be originally signed and sealed by the municipal or county clerk and returned with the application. A grant recipient must likewise adopt an authorizing resolution as part of its acceptance of the grant award.

APPLICANT'S SAMPLE RESOLUTION APPROVING APPLICATION FOR A GRANT

WHEREAS, the Governing Body of (Name of Applicant) has agreed to apply for a PARIS Grant in the amount of \$ _____; and,

WHEREAS, the Governing Body of (Name of Applicant) is acknowledging and accepting the responsibility of acting as applicant for this grant; and

WHEREAS, the State of New Jersey has made PARIS grants available to assist county and municipal governments in their records management, preservation and storage efforts; and

WHEREAS, the purpose of this grant is to _____;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the (Name of Applicant) that the (Name of Applicant) does hereby apply for a PARIS Grant for the purpose cited above.

CERTIFICATION

I, _____, Clerk of the (Name of County) or (Name of Municipality in the County of _____) in the State of New Jersey, do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the (Name of Governing Body) at its meeting of (Date) _____.

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WHAT IS RECORDS MANAGEMENT STRATEGIC PLANNING?

An agency must develop a records management program that meets the current and future needs of its organization. The strategic plan is:

- a blueprint for constructing or renovating a sound records management program built upon a solid foundational infrastructure
- a plan that enables an agency to effectively manage the lifecycle of the public records under its stewardship
- a plan that enables an agency to effectively manage the preservation and conservation of the historical and archival records under its stewardship
- a set of guidelines for “getting the job done” in timely and efficient, yet practical and realistic manner
- a tool for enhancing the delivery of information and services to an agency’s constituents

The strategic plan provides:

- a basis for responsible management by setting priorities
- a basis for budget requests
- a clear way to explain the records management program to governing bodies and the public
- agency staff with a common understanding of the records management program goals and permits effective assembling of resources
- a framework for staff assignments and accountability
- assurance that the records management program proceeds according to established expectations rather than in reaction to everyday pressures and problems

Although the length, amount of detail, and exact makeup of a plan will vary, all plans should address these three basic questions:

- What is the present situation with your agency’s records?
- What does your agency want to change or develop?
- How will your agency accomplish this?

Strategic planning requires deliberative development and should flow from a detailed records management needs assessment and business process analysis study. They typically cover a three to five year period and should be a “living and breathing” document that is part of an ongoing, periodic planning process, not a one-time affair resulting in a document that is never consulted again. Your agency should establish a records management team that is multi-departmental and multi-skilled (i.e. records management, fiscal, information technology, document handling, administrative...) The records management team working with consultants will need to:

- identify organizational culture(s)
- conduct a detailed records management needs assessment study
- document current strengths, weaknesses, opportunities, and threats
- create a vision for the records management program
- formulate a mission statement
- develop goals and objectives, strategies, and an action plan
- implement the plan
- evaluate the plan
- adjust the plan as necessary

The strategic plan should include:

- a Vision Statement (a declaration of the changes and improvements that will be affected through the implementation of the strategic plan)
- a Mission Statement (identifying a mission within the context of setting realistic goals; e.g. The City of ABC’s records management program encourages and coordinates the systematic, cost-efficient creation, maintenance, use, and disposition of official city government records)
- several (three to five) “concrete” long-term goals with two or three obtainable objectives that address the broader purposes of the program
- several (three to five) “concrete” short-term goals and obtainable objectives, typically covering one year, based on a specific long-term goal, that indicate exactly what the records management program is expected to accomplish in a tightly focused manner in the near future
- policies, procedures, strategies, and action plans to accomplish these goals

This does not mean that the planning process must be long or difficult, or that the strategic plan itself must be long and elaborate. In fact, for a strategic plan to be

viable, it must be concise, clear, realistic, and practical. Plans should be flexible, and they should meet an agency's needs rather than fit a prescribed pattern.

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PARIS RECORDS MANAGEMENT STRATEGIC PLAN TEMPLATE

INTRODUCTION:

In this records management strategic plan, the [Click **here** and type **Agency's Name**] has recently completed a records management needs assessment and has developed a [Click **here** and type **# of years**]-year records management strategic plan. The plan includes a concise mission statement for the agency's records management program and [Click **here** and type **# of goals**] long-term goals, each supported by specific objectives. The plan is general, but provides a good sense of how the agency's records management program is progressing. *{Further introductory verbiage may be added here}*

VISION STATEMENT:

The vision for the [Click **here** and type **Agency's Name**] Records Management Program in [Click **here** and type **# of years**] year's time is:

[Click **here** and type **Agency's Vision Statement**]

MISSION STATEMENT:

The central purpose and role of the Records Management Program in [Click **here** and type **Agency's Name**] is defined as:

[Click **here** and type **Agency's Mission Statement**]

IDENTIFICATION OF THE STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS (SWOT):

This strategic plan addresses the following key strengths, weaknesses, opportunities, and threats within the [Click **here** and type **Agency's Name**] records management program:

STRENGTHS:	WEAKNESSES:
<ul style="list-style-type: none">▪ [Click here and type List of Strengths]▪	<ul style="list-style-type: none">▪ [Click here and type List of Weaknesses]▪
OPPORTUNITIES:	THREATS:
<ul style="list-style-type: none">▪ [Click here and type List of Opportunities]▪	<ul style="list-style-type: none">▪ [Click here and type List of Threats]▪

LONG-TERM GOALS [Click **here** and type **20XX to 20YY**]:

1. [Click **here** and type **Goals**]
 - a. [Click **here** and type **Objectives**]
 - b. [Click **here** and type **Objectives**]
 - c. [Click **here** and type **Objectives**]

{More Goals and Objectives should be added here in the same format as above}

{Example: Goal 1 - Systematically dispose of records in accordance with state schedules and local procedures.

A. Adopt and continually apply State Records Committee approved records retention and disposition schedules as they are issued, for the systematic disposition of records.

B. Develop office schedules (tied to and compatible with State Records Committee approved schedules) to guide the retention and disposition of records in all City of ABC offices.

C. Develop and apply policies and procedures for the disposal of obsolete records that ensure approval by the originating office, protect confidential information, and maintain a listing of records destroyed.}

SHORT-TERM (ANNUAL) GOALS:

1. Long-term Goal 1: [Click **here** and type **Goals**]
 - a. [Click **here** and type **Annual Goal or Objectives**]
 - b. [Click **here** and type **Annual Goal or Objectives**],
 - c. [Click **here** and type **Annual Goal or Objectives**]
 - d. [Click **here** and type **Annual Goal or Objectives**]

{More Goals and Objectives should be added here in the same format as above}

{Example: Long-term Goal 1 - Systematically dispose of records in accordance with state schedules and local procedures.

Annual Goal A - Hold a workshop for records coordinators and other appropriate personnel in the use of retention schedules for the disposition of records.

Annual Goal B - Compare records disposition requests from city departments to the citywide records inventory to determine if departments are disposing of records on schedule.

Annual Goal C - Develop an office schedule for the Office of the City Clerk, based on the results of the 2005 inventory and Retention Schedule M200000-902.

Annual Goal D - Develop procedures for the destruction of records.

- 1. Discuss with the city counsel's office the city's obligations for ensuring confidentiality during the disposition process.*
- 2. Develop a system of approvals for any records dispositions.*
- 3. With Department of Public Works arrange for periodic, controlled disposal and recycling of city records.*

APPENDICES:

- A. Organizational Chart(s)
- B. Technology Plans
- C. Preservation Plan
- D. Budget Forecasts
- E. Document Handling Rules and Schematics
- F. Gantt, PERT/CPM or Other Project Schedule Chart
- G. Current Management Decisions, Ordinances or Resolutions
- H. State Certification(s)
- I. Records Retention Schedules

IMAGING AND MICROFILMING GUIDELINES FOR PARIS GRANTS PROJECTS

Imaging and Microfilming are information technologies appropriate under any grant category, although it is most commonly used to deal with inactive and historical records. Any project that will conduct imaging and microfilming of any kind in any grant category must adhere to these requirements:

- **Records Being Imaged or Filmed.** Explain why selected records are appropriate for imaging or microfilming and list the benefits that will result from this imaging or microfilming project.
- **PARIS Form.** Complete a separate *Imaging and Microfilming Project Information Form* (PARIS-7) for *each* records series or group of records involved in the project.
- **Ongoing Support.** Indicate how the applicant will support imaging or microfilming on its own in the future, especially how equipment purchased with grant funds will continue to be used as part of an ongoing imaging or microfilming program after the end of the grant.
- **Computer-Aided Retrieval.** If requesting funds for indexing or computer-assisted retrieval (CAR) systems, show the need (at least several times per day) for frequent retrievals from a records series.
- **In-House Imaging or Microfilming.** If requesting funds to purchase microfilm cameras or processing equipment, scanners or other imaging equipment demonstrate that establishing an in-house imaging or microfilming operation is more economical and efficient than contracting with a government or commercial service bureau.
- **Destruction of Originals.** Indicate whether original records will be destroyed after imaging and/or microfilming. P.L. 1994, c. 140 provides for images and microfilm to replace original records and allows the destruction of original records per established procedures under N.J.A.C. 15:3, if they are part of a recordkeeping system certified by the State Records Committee. If your agency does not plan to destroy the original records after imaging or microfilming, justify this decision, e.g. they are archival or historical records.

- **Number of Images:** Indicate the number of images to be imaged or filmed and discuss any special circumstances that affect the total number of images, such as cases where two or more documents will be filmed on a single frame of film.
- **Itemize Costs.** Itemize all vendor costs, including cost for document preparation, imaging or filming costs, the cost per roll or fiche, indexing costs, and the cost of duplication of microfilm or compact disks.
- **Estimate Volume.** Include an estimate of the volume of the records (in cubic feet) that will be prepared for imaging or filming, as well as the volume of records that will actually be imaged or filmed. See the *Table of Cubic Foot Equivalents* in the Appendices included in this manual for assistance in estimating volume of records.
- **Estimate Number of Rolls:** Include an estimate of the total number of rolls of original camera-negative microfilm and use copies that will be produced. Request at least one use copy for each roll of original camera-negative film, unless some other format (such as digital images) will be used for access.
- **Digital Images as Use Copies.** If applicable, indicate why digital images were chosen as access copies over microfilm and indicate how the government plans to maintain access to those images in the future.
- **Type of Scanners.** Indicate the type of scanners to be used for imaging various types of documents or microfilm and justify why it was selected.
- **Type of Microfilm Camera.** Indicate the type of microfilm camera to be used to microfilm various types of records (planetary, rotary, COM recorder, etc.) and justify why it was selected. Also justify the chosen microfilm format (16mm, 35mm, etc.).
- **Acetate Problems.** Describe the severity of an acetate microfilm problem (if applicable) by indicating the quantity of damaged film, the degree of degradation, and the records series involved.

- **Adherence to Guidelines.** Indicate how the applicant will adhere to imaging and microfilming guidelines. Applications must indicate that imaging system must be certified by the State Records Committee per N.J.A.C. 15:3-5 and 6 and samples of master rolls of microfilm will be submitted to DARM for inspection to verify they meet State standards per N.J.A.C 15:3. Regulations are available of on the DARM web site.
- **Microfilm Storage.** Explain how master rolls (camera-negatives) of microfilm will be stored offsite under environmentally controlled conditions per State standards for storage of microfilm in N.J.A.C. 15:3-6.
- **Quality Control Testing.** Request \$15 per roll for a monthly third-party testing of a sample master roll of microfilm being produced during that period. This testing will verify adherence to the Division of Archives and Records Management guidelines and local government specifications for density, resolution, targeting, and general quality. The Division of Archives and Records Management will provide successful applicants with specific guidelines and procedures for implementing this requirement.
- **Imaging and Microfilm Equipment.** If requesting microfilm cameras, microfilm readers, reader-printers, or scanners or other imaging equipment, indicate whether the applicant currently has any operable microfilm and imaging equipment and if so, what kind.

Limitations on Funding

- **Imaging and Microfilming Maintenance.** Since the PARIS Grants Program does not fund the maintenance of ongoing imaging and microfilming programs. Filming of new records in a series of records or group of records previously funded under a PARIS grant may be eligible. Applicants may also request funding to address a backlog of records as part of a current imaging or microfilming operation not addressed under a previous grant application.

- **Imaging and Micrographic Equipment.** Since replacing or upgrading equipment is an example of maintenance, applicants must provide compelling justification for requests to purchase additional or replacement any imaging and microfilm equipment.

TABLE OF CUBIC-FOOT EQUIVALENTS

STORAGE UNIT		CUBIC FOOT CAPACITY
Cabinet File Drawer	Letter	1.5
	Letter Lateral	2.0
	Legal	2.0
	Legal Lateral	2.5
	Map or Plan: 2" x 26" x 38"	1.1
	Map or Plan: 2" x 38" x 50"	2.2
	Map or Plan: 4" x 26" x 38"	2.3
	Map or Plan: 4" x 38" x 50"	4.4
Tubes	Map or Plan: 2" x 2" x 38"	0.1
	Map or Plan: 2" x 2" x 50"	0.1
	Map or Plan: 4" x 4" x 38"	0.3
	Map or Plan: 4" x 4" x 50"	0.5
Shelf units	Letter (36" long)	2.4
	Legal (36" long)	3.0
Records Center Containers	10" x 12" x 15" (standard)	1.0
	0.5" x 8" x 14" (tab)	0.2
	3.5" x 8" x 24" (check)	0.4
	4" x 4" x 48" (map)	0.4
	6" x 6" x 36" (map)	0.7
	6" x 6" x 48" (map)	1.0
OTHER SITUATIONS		
STEP 1: LENGTH X WIDTH X HEIGHT (IN INCHES)		
STEP 2: DIVIDE INCHES BY 1,728 = CUBIC FEET		

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*FOR YOUR OWN USE
DO NOT SUBMIT THIS FORM*

GRANT PROJECT APPLICATION CHECKLIST

(*items marked with an asterisk are required of all projects)

Assemble your application in the following order:

(Please do not attach cover letters or pages, and do not bind the original application.)

- ☐ **Grant Projects Summary Form (PARIS-S)*. Counties must fill out one form for the complete grant proposal.
- ☐ **Grant Project Application (PARIS-1c or PARIS-1m)*. Fill out one form for each proposed grant project.
- ☐ **Statement of Need*
- ☐ **Application narrative, consisting of four sections:*
 1. Statement of the problem
 2. Intended results
 3. Plan of work
 4. County or municipal government support
- ☐ **Records Management Program Questionnaire Form (PARIS-2)*
- ☐ *Project Position Description Form (PARIS-3)*. If hiring staff or consultants with grant funds, submit one form for each proposed employee or consultant to be paid by grant funds.
- ☐ Resumes of consultant and grant-related personnel. If a consultant or specific county or municipal employees are identified in the application, the resume for each person should be included in the application.
- ☐ *Vendor Quote Form (PARIS-4)*
- ☐ *Imaging and Microfilming Project Information Form (PARIS-5)*. Fill out one form for each group of records proposed for imaging and/or filming.

- ☐ *Indexing Project Information Form* (PARIS-6). Fill out one form for each indexing project.
- ☐ **Proposed Budget Form* (PARIS-7)
- ☐ Other required materials: Needs assessments, archival and conservation vendor/consultant treatment proposals, floor plans, consultant responses to RFPs, etc., as required under the relevant categories and subcategories in Part 2 of these guidelines.
- ☐ **Authorizing Resolution*: The authorizing resolution by the governing body of the county or municipality.

Reminders

- ✓ **Do not use binders** for the original copy of the grant application. Use a paper clip or other temporary paper fastener to hold the original copy of the grant application together for easy reproduction. Copies may be stapled or presented in a binder.
- ✓ Submit the original grant application and four (4) complete **paper copies** or an electronic version in MS Word on **compact disk** to:

PARIS Grants Administrator
Division of Archives and Records Management
2300 Stuyvesant Avenue
Trenton, NJ 08618

PARIS GRANTS COUNTY APPLICATION SUMMARY (PARIS-S)

APPLICANT INFORMATION

COUNTY NAME:			
PROJECT MANAGER (LAST NAME, FIRST NAME, MR./MS.)			
TITLE:		EMAIL:	
DIRECT TELEPHONE #/EXT:		FAX NUMBER:	
ADDRESS (STREET, CITY, STATE, ZIP CODE):			

GRANT APPLICATION SUMMARY (Briefly describe overall grant application including scope, objectives, and projects; must be completed in this box 12pt Times New Roman. This application form, not a cover letter or cover sheet, should be the first page reviewers see. When you flip over the grant proposal, the budget should face up.)

GRANT PROJECTS LISTING

Please list below all proposed grant projects to be consider in this application. Identify the Project Name, the FY 2005 Priority (or Priorities), the Grant Category, and the Grant Sub-category. Each project listed below, at a minimum, must have a corresponding PARIS-1 Form completed; depending on the project type other forms may need to be completed. *(Note: You may add rows to the table as necessary)*

PROJECT NAME	PRIORITY	CATEGORY	SUB-CATEGORY

CERTIFICATION AND APPROVAL

The following signatures provide certification that all eligibility requirements as outlined in Grant Application and Reference Materials 2005-2006 have been met, and indicate approval of the application by the Chief Administrative Officer/Project Manager.

CHIEF ADMINISTRATIVE OFFICER/PROJECT MANAGER

SIGNATURE

DATE

NAME (TYPE OR PRINT)

TITLE (TYPE OR PRINT)

Submit an original and four (4) copies or an electronic version on a compact disk to:

**PARIS Grants Administrator
Division of Archives and Records Management
2300 Stuyvesant Avenue
Trenton, NJ 08618-3226**

PARIS GRANTS

COUNTY GRANT PROJECT APPLICATION (PARIS-1c)

2005 – 2006

APPLICANT INFORMATION

LOCAL GOVERNMENT NAME	DEPARTMENT/UNIT	COUNTY	
PROJECT MANAGER (LAST NAME, FIRST NAME, MR./MS.)			
TITLE	DIRECT TELEPHONE #/EXT	FAX NUMBER	EMAIL
ADDRESS (STREET, CITY, STATE, ZIP CODE)			

PROJECT CATEGORY: (Check the appropriate category and sub-category – no more than one category and one sub-category for each grant project. Identify the specific project. Submit multiple copies of the PARIS-1c application form to cover all proposed grant projects.)

CATEGORIES	SUB-CATEGORIES
<input type="checkbox"/> Inventory & Planning [N.J.A.C. 15:3-7.4(a)]	<input type="checkbox"/> Records Inventory <input type="checkbox"/> Records Retention Scheduling <input type="checkbox"/> Records Survey/Program Planning
<input type="checkbox"/> Active Records [N.J.A.C. 15:3-7.4(b)]	<input type="checkbox"/> Files Management <input type="checkbox"/> Disaster/Business Recovery Planning <input type="checkbox"/> Indexing and Access Improvement <input type="checkbox"/> Imaging and Document Management – Needs Assessment and Implementation <input type="checkbox"/> e-Government <input type="checkbox"/> Records Conversion Systems – Non-Electronic Needs Assessment and Implementation <input type="checkbox"/> Electronic Records – Needs Assessment and Implementation <input type="checkbox"/> Business Process Analysis <input type="checkbox"/> Teaching Tools in the Classroom
<input type="checkbox"/> Inactive Records [N.J.A.C. 15:3-7.4(c)]	<input type="checkbox"/> Planning and Design <input type="checkbox"/> Management, Storage and Preservation
<input type="checkbox"/> Historical Records [N.J.A.C. 15:3-7.4(d)]	<input type="checkbox"/> Needs Assessment and Planning <input type="checkbox"/> Storage Facility Improvement <input type="checkbox"/> Improving Access <input type="checkbox"/> Preservation - General <input type="checkbox"/> Records Conversion for Preservation <input type="checkbox"/> Teaching Tools in the Classroom <input type="checkbox"/> Outreach and Public Programs

SPECIFIC PROJECT NAME _____

AMOUNT REQUESTED: \$ _____

PROJECT SUMMARY: (Briefly describe project, including scope and objectives; must be completed in this box 12pt Times New Roman.)

Assemble the application in the following order:

(*Items marked with an asterisk are required of all projects.)

- a. **County Grant Project Application* (PARIS-1c)
- b. **Statement of Need and Application Narrative*, consisting of four sections
- c. **Records Management Program Questionnaire Form* (PARIS-2)
- d. *Project Position Description form* (PARIS-3)
- e. Consultant resume (if consultant is identified in the application)
- f. *Vendor Quote Form* (PARIS-4)
- g. *Imaging and Microfilming Form* (PARIS-5)
- h. *Indexing Project Information Form* (PARIS-6)
- i. **Authorizing Resolution*
- j. **Annual or most recent audit or fiscal action plan*
- k. Other required materials: needs assessments, archival and conservation and/or consultant treatment proposals, floor plans, consultant responses to RFPs, etc.

CERTIFICATION AND APPROVAL

The following signatures provide certification that all eligibility requirements as outlined in Grant Application and Reference Materials 2005-2006 have been met, and indicate approval of the application by the Chief Administrative Officer/Project Manager.

CHIEF ADMINISTRATIVE OFFICER/PROJECT MANAGER**SIGNATURE****DATE****NAME (TYPE OR PRINT)****TITLE (TYPE OR PRINT)**

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PARIS GRANTS MUNICIPAL GRANT PROJECT APPLICATION (PARIS-1M) 2005 – 2006

APPLICANT INFORMATION

LOCAL GOVERNMENT NAME	DEPARTMENT/UNIT	COUNTY	
PROJECT MANAGER (LAST NAME, FIRST NAME, MR./MS.)			
TITLE	DIRECT TELEPHONE #/EXT	FAX NUMBER	EMAIL
ADDRESS (STREET, CITY, STATE, ZIP CODE)			

PROJECT CATEGORY: (The appropriate Category and Sub-Category has been pre-selected for your agency)

CATEGORIES	SUB-CATEGORIES
<input checked="" type="checkbox"/> Inventory & Planning [N.J.A.C. 15:3-7.4(a)]	<input type="checkbox"/> Records Inventory <input type="checkbox"/> Records Retention Scheduling <input checked="" type="checkbox"/> Records Survey/Program Planning
<input type="checkbox"/> Active Records [N.J.A.C. 15:3-7.4(b)]	<input type="checkbox"/> Files Management <input type="checkbox"/> Disaster/Business Recovery Planning <input type="checkbox"/> Indexing and Access Improvement <input type="checkbox"/> Imaging and Document Management – Needs Assessment and Implementation <input type="checkbox"/> e-Government <input type="checkbox"/> Records Conversion Systems – Non-Electronic Needs Assessment and Implementation <input type="checkbox"/> Electronic Records – Needs Assessment and Implementation <input type="checkbox"/> Business Process Analysis <input type="checkbox"/> Teaching Tools in the Classroom
<input type="checkbox"/> Inactive Records [N.J.A.C. 15:3-7.4(c)]	<input type="checkbox"/> Planning and Design <input type="checkbox"/> Management, Storage and Preservation
<input type="checkbox"/> Historical Records [N.J.A.C. 15:3-7.4(d)]	<input type="checkbox"/> Needs Assessment and Planning <input type="checkbox"/> Storage Facility Improvement <input type="checkbox"/> Improving Access <input type="checkbox"/> Preservation - General <input type="checkbox"/> Records Conversion for Preservation <input type="checkbox"/> Teaching Tools in the Classroom <input type="checkbox"/> Outreach and Public Programs

SPECIFIC PROJECT NAME _____

AMOUNT REQUESTED: \$ _____

PROJECT SUMMARY: (Briefly describe project, including scope and objectives; must be completed in this box 12pt Times New Roman.)

Assemble the application in the following order:

(*Items marked with an asterisk are required of all projects.)

- l. **Grant Project Application* (PARIS-1)
- m. *Statement of Need and Application Narrative, consisting of four sections
- n. **Records Management Program Questionnaire Form* (PARIS-2)
- o. *Project Position Description form* (PARIS-3)
- p. Consultant resume (if consultant is identified in the application)
- q. *Vendor Quote Form* (PARIS-4)
- r. *Imaging and Microfilming Form* (PARIS-5)
- s. *Indexing Project Information Form* (PARIS-6)
- t. *Authorizing Resolution
- u. *Annual or most recent audit or fiscal action plan
- v. Other required materials: needs assessments, archival and conservation and/or consultant treatment proposals, floor plans, consultant responses to RFPs, etc.

This application form, PARIS-1m, not a cover letter or cover sheet, should be the first page reviewers see. When you flip over the grant proposal, the budget should face up.

CERTIFICATION AND APPROVAL

The following signatures provide certification that all eligibility requirements as outlined in Grant Application and Reference Materials 2005-2006 have been met, and indicate approval of the application by the Chief Administrative Officer/Project Manager.

CHIEF ADMINISTRATIVE OFFICER/PROJECT MANAGER	
SIGNATURE	DATE
<hr/>	<hr/>
NAME (TYPE OR PRINT)	TITLE (TYPE OR PRINT)
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**Submit an original and
four (4) copies or an electronic version on a compact disk to:**

PARIS Grants Administrator
Division of Archives and Records Management
2300 Stuyvesant Avenue
Trenton, NJ 08618-3226

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PARIS GRANTS
RECORDS MANAGEMENT PROGRAM QUESTIONNAIRE FORM
(PARIS-2)

Each applicant must complete this form. Attach additional sheets if further explanation is necessary.

LOCAL GOVERNMENT NAME (1)

POPULATION SERVED(2)

ANNUAL OPERATING BUDGET (3)

TOTAL # OF EMPLOYEES (4)
FULL TIME PART TIME

PROGRAM DEVELOPMENT

Records management, preservation and storage program has been formalized. ☐ Yes ☐ No

Records management, preservation and storage plan has been written. ☐ Yes ☐ No

Separate line item for records management, preservation and storage has been established in the budget. ☐ Yes ☐ No

SUPPORT FOR RECORDS MANAGEMENT

Level of funding budgeted for records management, preservation and storage. \$ _____

Number of employees dedicated to records management, preservation and storage. _____

INVENTORY INFORMATION

A records inventory has been completed. ☐ Yes ☐ No

DARM inventory worksheets were used in conducting the inventory. ☐ Yes ☐ No

Results of the inventory were used to complete a needs assessment. ☐ Yes ☐ No

Total volume of active records in the custody of the local government _____ cu ft

Total volume of inactive records in the custody of the local government _____ cu ft

Total volume of records involved in the project. _____ cu ft

Volume of active and inactive records with archival (permanent) value _____ cu ft

PROGRAM ACTIVITIES

- | | | |
|--|------------------------------|-----------------------------|
| Records are destroyed when their minimum retention periods are met | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Inactive records are stored in a secure inactive storage area or facility. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, is steel shelving designed for one-cubic-foot boxes used? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Policies and procedures are in place to ensure inactive records are routinely transferred from office space to inactive storage. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| A program is in place to ensure the security, permanent storage, preservation, and use of archival records. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Micrographic and/or digital imaging processes are used as a records management tool. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Automated information systems are used to assist in the management of records. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have an up-to-date disaster plan covering records? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
-
-

(1) LOCAL GOVERNMENT: Name of the local government whose information is being reported.

(2) Population Served: Data from the 2000 Census or a recent official estimate. School districts should enter total resident population of the geographic area covered by the school district. Certain special-purpose units of local government may not be able to provide population figures.

(3) ANNUAL OPERATING BUDGET: Local government's total operating budget figure for the current fiscal year, **not** just the budget for the records management.

(4) TOTAL NUMBER OF EMPLOYEES: Total number of employees working for your local government, **NOT** just records management staff.

PARIS GRANTS
PROJECT POSITION DESCRIPTION FORM
(PARIS-3)

Please complete this form for each proposed grant project employee position (including consultants) to be paid with grant funds. Do not complete this form for any position to be paid solely with local government funds. **Instructions for completing this form are on the reverse side.**

GRANT PROJECT EMPLOYMENT

TITLE OF PROPOSED POSITION: _____

☐ **FULL TIME** ☐ **PART TIME**

HOURS PER WEEK		HOURLY RATE OF PAY	
X	TOTAL # OF WEEKS	X	TOTAL # OF HOURS
=	TOTAL # OF HOURS	=	TOTAL SALARY*

*JUSTIFY SALARY REQUEST IN THE NARRATIVE UNDER "PLAN OF WORK"

REQUIRED QUALIFICATIONS AND DESCRIPTION OF PROJECT DUTIES AND ACTIVITIES

QUALIFICATIONS: | _____

DUTIES AND ACTIVITIES: | _____

(Attach the consultant's resume if applicable and additional sheets if necessary.)

EMPLOYMENT PAID WITH LOCAL GOVERNMENT FUNDS

Will the person also be paid with local government funds? ☐ Yes ☐ No

If so, what percentage of their salary and/or benefits or how many hours per week will be paid for by local government funds? _____

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**PARIS GRANTS
VENDOR QUOTE FORM (PARIS-4)**

Please complete this form, to provide evidence that you have contacted at least one vendor (but no more than three) for price quotes, for each grant proposed item that requires a quote. If you must submit more than one *Vendor Quote Form* and choose not to complete it electronically, feel free to photocopy the form. Instructions for completing the form are on the reverse side.

	VENDOR'S NAME AND ADDRESS	DESCRIPTION OF ITEM OR SERVICE*	STATE CONTRACT #	QUOTED PRICE
1				
2				
3				

***For services rendered, provide more detail in the grant narrative.**

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PARIS GRANTS

IMAGING AND MICROFILMING PROJECT INFORMATION FORM (PARIS-5)

LOCAL GOVERNMENT NAME: _____

ACTIVITIES (CHECK ALL THAT APPLY)

IMAGING

- ☐ Paper Documents to Digital Images
☐ Microfilm Images to Digital Images
☐ Digital Documents to Digital Images

MICROFILM

- ☐ Paper Documents to Microfilm
☐ Digital Images to Microfilm
☐ Microfilm Backup for Digital Images

RECORDS DESCRIPTION

NAME OF RECORDS SERIES: _____

RECORDS SCHEDULE (NAME & ITEM NUMBER): _____

DATE RANGE OF RECORDS: _____

RETENTION PERIOD (YEARS): _____

TOTAL NUMBER OF IMAGES: _____

Explain in the narrative any discrepancies between the number of images and the number of pages.

MICROFILM:

FORMAT OF COPY USE: ☐ Diazo or Vesicular MF ☐ Silver Halide MF ☐ Digital Images

TOTAL NUMBER OF CAMERA ROLLS (ORIGINAL): _____ 16mm _____ 35mm

TOTAL NUMBER OF DIAZO OR VESICULAR DUPLICATE ROLLS: _____ 16mm _____ 35mm

TYPE OF FILE: ☐ Closed (no additional records) ☐ Open (additional expected)

ANNUAL GROWTH: _____ Pages per Year

ARRANGEMENT: ☐ Alphabetical ☐ Numeric ☐ Chronological

☐ Other (Specify): _____

CHARACTERISTICS

ELECTRONIC DATA: ☐ Digital Images ☐ Other electronic formats (e.g. word processing)

DOCUMENT SIZE: ☐ Uniform ☐ Varies: Maximum Size (in inches) _____ x _____
 Minimum Size (in inches) _____ x _____

PAPER TYPE: ☐ Uniform ☐ Varies ☐ Bond ☐ Tissue ☐ Card

☐ Other (Specify): _____

PAPER CONDITIONS: _____ % Fragile _____ % Flat _____ % Rolled _____ % Folded

IMPRINT: ☐ Ink ☐ Typed ☐ Pencil ☐ Handwritten ☐ Photostat

☐ Other (Specify): _____

PAPER COLOR: _____ % White _____ % Color _____ % Negative appearing

_____ % Other (Specify): _____

FASTENERS: ☐ Bound ☐ Clips ☐ Folders ☐ Staples

FREQUENCY OF FASTENERS: ☐ Rare ☐ Frequent ☐ Always

RETRIEVAL

NUMBER OF REFERENCES: _____ *per* ☐ Day ☐ Week ☐ Month ☐ Year

REFERENCES NEEDING COPIES: _____ %

RETRIEVAL URGENCY: ☐ Immediate ☐ Within 1 Day ☐ Within 1 Week

ACCESS: ☐ Public ☐ Staff ☐ Both

REFERENCE COPIES: ☐ Microfilm ☐ Paper ☐ Electronic Copy

PARIS GRANTS INDEXING PROJECT INFORMATION FORM (PARIS-6)

APPLICANTS MUST DESCRIBE THE COMPONENTS OF THIS PROJECT IN GREATER DETAIL IN THE APPLICATION NARRATIVE

LOCAL GOVERNMENT NAME: _____			
RECORD SERIES TITLE: _____			
PHYSICAL DESCRIPTION OF MATERIALS TO BE INDEXED			
DATE RANGE OF RECORD SERIES:	FROM _____ TO _____	<input type="checkbox"/> PAGES	<input type="checkbox"/> KEYSTROKES
TYPE OR PRINTED PAGES/RECORDS:	HANDWRITTEN PAGES/RECORDS:	ELECTRONIC PAGES/KEYSTROKES:	
Number: _____	Number: _____	Number: _____	
Range of Years: _____	Range of Years: _____	Range of Years: _____	
WORKPLAN			
METHOD OF INDEXING (CHOSEN OR ANTICIPATED):			
<input type="checkbox"/> Manual <input type="checkbox"/> Database <input type="checkbox"/> Commercial indexing software <input type="checkbox"/> Other automated search tools			
Prepackaged software/database (name and version): _____			
TYPE OF DATA ENTRY OR CONVERSION (CHECK ALL TASKS THAT APPLY):			
<input type="checkbox"/> Key Phrase/Term <input type="checkbox"/> OCR Scanning <input type="checkbox"/> Re-keying Full Text <input type="checkbox"/> None (text in electronic form)			
Scanning (indicate OCR software): _____			
PERSONNEL RESPONSIBILITIES (CHECK ALL TASKS THAT APPLY):			
GRANT FUNDED STAFF:	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Scanning	<input type="checkbox"/> OCR Cleanup/Formatting
VENDOR:	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Scanning	<input type="checkbox"/> OCR Cleanup/Formatting
			<input type="checkbox"/> Produce Index
			<input type="checkbox"/> Produce Index
DOCUMENTATION			
PROCEDURES MANUAL (WILL INCLUDE):			
<input type="checkbox"/> Data Entry Instructions	<input type="checkbox"/> Master Terms List	<input type="checkbox"/> Plan for Updating	
<input type="checkbox"/> Report/Index Production	<input type="checkbox"/> Selection Criteria	<input type="checkbox"/> Other: _____	
ACCESS POINTS (CHECK ALL THAT APPLY):			
<input type="checkbox"/> Action	<input type="checkbox"/> Memo	<input type="checkbox"/> Location (page/resolution)	<input type="checkbox"/> Name
<input type="checkbox"/> Main Subject	<input type="checkbox"/> Department	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Secondary Subject	<input type="checkbox"/> Date	_____	
WORK RATE			
_____	+	_____	+
_____	=	_____	
Number of Hours of Preparation Time (training and developing master list)		Number of Hours of Indexing	
		Number of Hours to Conclude Project (completing procedures manual, printing index, finalizing master list)	Total Hours
Number of Indexing Hours:			
<i>For minutes indexing:</i> Number of pages divided by number of pages indexed per hour (usually seven pages/hour)			
<i>For objective indexing (vital records, etc.)</i> Number of keystrokes divided by number of keystrokes per hour (usually 4,000/hour)			

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PARIS GRANTS PROPOSED BUDGET (PARIS-7)

FUNDING SOURCE: **Public Archives and Records Infrastructure Support Grant**

REPORT PREPARED BY: _____
Name
Title

AGENCY NAME: _____

MAILING ADDRESS: _____
Street

City
State
Zip Code

TELEPHONE #: _____ **COUNTY:** _____

E-MAIL ADDRESS: _____

PROJECT OPERATION DATES: ____ / ____ / ____ ____ / ____ / ____
Start
End

ENTER WHOLE DOLLAR AMOUNTS ONLY.

SALARIES FOR STAFF:

Include only staff that are employees of the agency. Do not include consultants or per diem staff. Do not include central administrative staff that are considered to be indirect costs, e.g., business office staff. One full-time equivalent (FTE) equals one person working an entire week of the project. Express partial FTE's in decimals, e.g., a scanner operator working one day per week equals .2 FTE. *(Note: You may add rows to the table as necessary)*

SPECIFIC POSITION TITLE	FULL-TIME EQUIVALENT	ANNUALIZED RATE OF PAY	PROJECT SALARY
SUBTOTAL			

PURCHASED SERVICES

Include consultants (indicate per diem rates), rentals, tuition or registration fees for training, memberships in professional organizations, and other contractual services. Copies of contracts may be requested. *(Note: You may add rows to the table as necessary)*

DESCRIPTION OF ITEM	PROVIDER OF SERVICES	PROPOSED EXPENDITURE
SUBTOTAL		

SUPPLIES AND MATERIALS

Include computer software, supplies, material, and equipment items under \$1,000 per unit. *(Note: You may add rows to the table as necessary)*

DESCRIPTION OF ITEM	QUANTITY	UNIT COST	PROPOSED EXPENDITURE
SUBTOTAL			

TRAVEL EXPENSES

Include conference, workshop, seminar or other training costs for lodging and travel of staff between instructional sites. Specify agency approved mileage rate for travel by personal car.
(Note: You may add rows to the table as necessary)

POSITION OF TRAVELER	DESTINATION AND PURPOSE	PROPOSED EXPENDITURE
SUBTOTAL		

EMPLOYEE BENEFITS

Rates used for project personnel must be the same as those used for other agency personnel

BENEFIT	RATE	PROPOSED EXPENDITURE
SOCIAL SECURITY		
RETIREMENT		
HEALTH INSURANCE		
WORKERS' COMPENSATION		
UNEMPLOYMENT INSURANCE		
OTHER (PLEASE SPECIFY):		
SUBTOTAL		

NEW CONSTRUCTION AND MAJOR REMODELING

Allowable costs include salaries, associated employee benefits, purchased services, supplies and materials related to new construction or major alterations to existing sites. *(Note: You may add rows to the table as necessary)* **[NOTE: Do not use this section for grant applications for projects to be completed in FY 2006 (July 1, 2005 to June 30, 2006). Construction and Major Remodeling Projects will not be funded during the current grant cycle.]**

Description of Work	Proposed Expenditure
SUBTOTAL	

MINOR REMODELING

Allowable costs include salaries, associated employee benefits, purchased services, and supplies and materials related to alterations to existing sites. (Note: You may add rows to the table as necessary)

DESCRIPTION OF WORK	PROPOSED EXPENDITURE
SUBTOTAL	

EQUIPMENT

All equipment to be purchased in support of this project with a unit cost of \$1,000 or more should be itemized in this category. Equipment items under \$1,000 should be budgeted under Supplies and Materials. Repairs of equipment should be budgeted under Purchased Services. *(Note: You may add rows to the table as necessary)*

[illegible]

BUDGET SUMMARY

AGENCY NAME: _____

PROJECT COST CATEGORIES	PROPOSED EXPENDITURE SUBTOTAL
PROFESSIONAL SALARIES	
PURCHASED SERVICES	
SUPPLIES AND MATERIALS	
TRAVEL EXPENSES	
EMPLOYEE BENEFITS	
CONSTRUCTION AND MAJOR REMODELING	NOT ELIGIBLE FOR FY 2006
MINOR REMODELING	
EQUIPMENT	
GRAND TOTAL	

PROJECT MANAGER'S CERTIFICATION

I hereby certify that the requested budget amounts are necessary for the implementation of this project and this agency is in compliance with applicable Federal and State laws and regulations.

_____/_____/_____
DATE SIGNATURE

TITLE NAME OF THE PROJECT MANAGER

FOR DARM USE ONLY

AGENCY NAME:	
AGENCY CODE:	
PROJECT #:	

FUNDING DATES: _____ / _____ / _____ <div style="text-align: center; margin-top: 5px;"> START </div>	<div style="text-align: center; margin-top: 5px;"> END </div>
PROGRAM APPROVAL: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> SIGNATURE </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE </div> </div>	

[illegible]

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